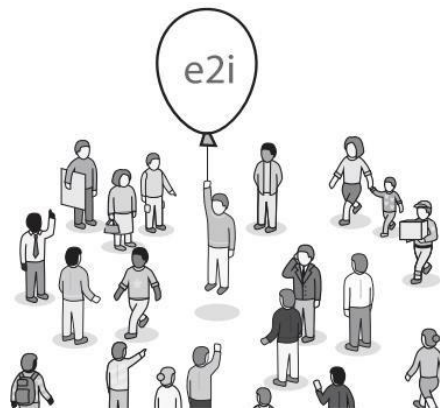


# East Side OneAviation Careers 28 Feb & 1 Mar 2026



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

## JOB LISTING BOOKLET

### **About e2i (Employment and Employability Institute)**

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit <https://e2i.com.sg/>.

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*Please note that there will be photo-taking/ video taking at this event. By participating in this event, you hereby consent to have your photograph/ video taken by e2i for the purposes of marketing/ promotion/publicity and to be published on media platforms, public or otherwise.*

## ACCOR LOUNGES

Accor is a world leader in the hotel industry, present in 110 countries, with more than 5,500 hotels and 10,000 restaurants and bars. The group deploys an integrated hotel ecosystem that is among the most diversified in the sector, notably associating luxury and high-end brands, mid-range and economic offers, exclusive lifestyle concepts, venues for shows and entertainment, clubs, restaurants and bars, private residences, shared accommodation, concierge services and co-working spaces. Accor has a portfolio of incomparable brands, led by more than 300,000 employees around the world. Recently, Accor has partnered one of the World's Leading Airline to manage the lounges in Changi Airport.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bar Barista	<ul style="list-style-type: none"> <li>• Minimum 1-year related experience preferably in Hospitality/Hotel/Lounge/F&amp;B operations</li> <li>• Knowledge of coffee brewing techniques and equipment</li> <li>• Strong communication and interpersonal skills.</li> <li>• Positive attitude and team-oriented mindset</li> <li>• Ability to work in a fast-paced environment and multitask</li> <li>• Flexibility to work shifts, including weekends and holidays</li> <li>• WSQ Food Hygiene certificate required for this role</li> </ul>	<ul style="list-style-type: none"> <li>• Perform the tasks of order taking and maximise opportunities through knowledge of product and suggestive selling</li> <li>• Ensure accuracy by repeating order(s) to the guests</li> <li>• Ensure all beverages are made to Lounge standards and training standards provided by relevant</li> <li>• Ensure any maintenance issues with the coffee machine or other equipment are monitored and reported</li> <li>• Maintain cleanliness and organization of the bar and service areas</li> <li>• Monitor inventory and restock supplies as needed</li> <li>• Deliver orders promptly</li> <li>• Demonstrate versatility in responding to guest requests and situations</li> <li>• Follow health and safety regulations and hygiene standards</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week</li> <li>• Rotational shift for AM and PM</li> <li>• 819643</li> </ul>
Chef De Partie	<ul style="list-style-type: none"> <li>• Experience in a supervisory role in the kitchen in a hotel, airline catering or lounge environment.</li> <li>• Strong culinary skills with an understanding of different cuisines and food safety standards.</li> <li>• Computer literate with administrative skills.</li> <li>• Ability to work under pressure and manage multiple priorities.</li> <li>• Flexibility to work shifts, weekends, and public holidays.</li> <li>• WSQ Food Hygiene certificate required for this role</li> </ul>	<ul style="list-style-type: none"> <li>• Lead by example and support team development</li> <li>• Supervise kitchen operations in the absence of senior chefs and delegate tasks to ensure smooth service</li> <li>• Assist with menu preparation and ensure sufficient stock and mise en place are available</li> <li>• Coordinate with restaurant staff on menu updates and availability</li> <li>• Maintain high standards of food presentation, hygiene, and cost control</li> <li>• Enforce stock rotation, minimize waste, and uphold inventory procedures</li> <li>• Ensure cleanliness and maintenance of kitchen equipment and work areas</li> <li>• Help prepare staff rosters and report operational issues to senior chefs</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week</li> <li>• Rotational shift for AM and PM</li> <li>• 819643</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Commis Chef	<ul style="list-style-type: none"> <li>• Relevant culinary trade qualifications</li> <li>• Experience working in kitchen in a hotel, airline catering or lounge environment.</li> <li>• Knowledge of food safety standards.</li> <li>• Ability to work under pressure and manage multiple tasks efficiently.</li> <li>• Ability to work independently and has good initiative in a dynamic environment.</li> <li>• Excellent teamwork</li> <li>• Flexibility to work shifts, weekends, and public holidays.</li> <li>• WSQ Food Hygiene certificate required for this role</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the preparation and cooking of food items under the supervision of senior chefs</li> <li>• Follow standard recipes and presentation guidelines to maintain consistency</li> <li>• Prepare ingredients and mise en place for assigned sections</li> <li>• Ensure cleanliness and organization of workstations and kitchen equipment</li> <li>• Adhere to food safety, hygiene and sanitation standards at all times</li> <li>• Support the kitchen team during busy service periods</li> <li>• Report any equipment malfunctions or food quality issues to the Chef de Partie</li> <li>• Relevant culinary trade qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week</li> <li>• Rotational shift for AM and PM</li> <li>• 819643</li> </ul>
Duty Manager	<ul style="list-style-type: none"> <li>• Experience in hospitality or airline lounge operations, preferably in a supervisory or managerial role.</li> <li>• Strong leadership, communication and problem-solving skills.</li> <li>• Excellent customer service orientation and ability to manage diverse teams.</li> <li>• Familiarity with airport protocols, safety standards and guest service systems.</li> <li>• Ability to remain calm and professional under pressure.</li> <li>• Flexibility to work shifts, weekends, and public holidays.</li> <li>• WSQ Food Hygiene certificate required for this role</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise lounge operations during the shift, ensuring a seamless guest experience</li> <li>• Act as the point of contact for guest concerns and feedback</li> <li>• Coordinate with various teams within the lounge to maintain service standards</li> <li>• Monitor lounge occupancy, cleanliness and service flow, making real-time adjustments as needed</li> <li>• Ensure compliance with airport regulations, safety protocols and hygiene standards</li> <li>• Support staff performance by providing guidance, coaching and on-the-spot training</li> <li>• Handle incidents, emergencies and irregular operations professionally and efficiently</li> <li>• Prepare shift reports and communicate key updates to the Manager and relevant departments</li> <li>• Assist with staff scheduling, inventory checks, and operational planning as required</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week</li> <li>• Rotational shift for AM and PM</li> <li>• 819643</li> </ul>
Food & Beverage Executive	<ul style="list-style-type: none"> <li>• Previous experience in a restaurant, hotel, or lounge setting preferred.</li> <li>• Strong attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and replenish buffet stations to ensure consistent food availability and presentation</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to work efficiently in a fast-paced environment.</li> <li>• Basic communication skills and teamwork</li> <li>• Willingness to work flexible hours, including weekends and holidays.</li> <li>• Physically fit to stand for long periods and carry trays or dishes.</li> <li>• WSQ Food Hygiene certificate required for this role</li> </ul>	<ul style="list-style-type: none"> <li>• Clear used dishes, cutlery and glassware from tables efficiently</li> <li>• Reset tables quickly and neatly for the next guests</li> <li>• Maintain cleanliness and hygiene standards in the dining and buffet areas</li> <li>• Assist guests with basic inquiries and provide excellent customer service</li> <li>• Report any maintenance or safety issues to the supervisor promptly</li> <li>• Assist in stock control and proper storage of food and beverage supplies</li> <li>• Comply with food hygiene, safety, and handling regulations</li> <li>• Assist with setup and closing duties for buffet service</li> </ul>	<ul style="list-style-type: none"> <li>• Rotational shift for AM and PM or permanent night shift</li> <li>• 819643</li> </ul>
Food & Beverage Supervisor	<ul style="list-style-type: none"> <li>• Minimum 2 years experience in food and beverage operations at a supervisory experience</li> <li>• Strong leadership and interpersonal skills</li> <li>• Effective communicator and problem solver</li> <li>• Ability to motivate and coach service team members</li> <li>• Skilled in multitasking and working under pressure.</li> <li>• Ability to work under pressure in a fast-paced environment.</li> <li>• Flexibility to work shifts, weekends, and public holidays</li> <li>• Knowledge of food safety and hygiene standards.</li> <li>• WSQ Food Hygiene certificate required for this role</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise and support Food and Beverage Executives and staff during shifts</li> <li>• Ensure buffet and service areas are maintained according to brand and hygiene standards</li> <li>• Monitor guest satisfaction and respond to requests or complaints professionally and promptly</li> <li>• Facilitate communication between kitchen, service team, and management for operational efficiency</li> <li>• Assist in staff training and development to meet service standards</li> <li>• Organize shift schedules and delegate tasks to ensure coverage and service quality</li> <li>• Support inventory control and report on supplies and operational needs</li> <li>• Assist with administrative tasks such as logging incidents and preparing reports</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week</li> <li>• Rotational shift for AM and PM or permanent night shift</li> <li>• 819643</li> </ul>
Housekeeping Attendant	<ul style="list-style-type: none"> <li>• Basic communication skills</li> <li>• Good physical stamina and ability to perform repetitive tasks.</li> <li>• Attention to detail and commitment to cleanliness.</li> <li>• Ability to work independently and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome guests in a courteous and professional manner when operating shower suite allocations</li> <li>• Manage shower suite bookings and ensure smooth guest flow</li> <li>• Clean and sanitize shower suites to the highest hygiene and cleanliness standards</li> <li>• Change linens and make up beds in the sleeping areas</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week</li> <li>• Rotational shift for AM and PM or permanent night shift</li> <li>• 819643</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Flexibility to work shifts, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Respond promptly to guest requests related to cleanliness or comfort in allocated areas</li> <li>Maintain inventory and restock shower amenities (towels, toiletries, refreshments)</li> <li>Ensure safe use and storage of cleaning chemicals and equipment</li> <li>Report maintenance or safety issues promptly to supervisors</li> <li>Follow all health, safety, and hygiene regulations diligently</li> </ul>	
Kitchen Steward	<ul style="list-style-type: none"> <li>Previous experience in a stewarding or kitchen support role is preferred</li> <li>Basic understanding of hygiene and food safety practices</li> <li>Physically fit and able to lift, carry and stand for extended periods</li> <li>Ability to work in a fast-paced, team-oriented environment</li> <li>Flexibility to work shifts, weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Clean and sanitize all kitchen equipment, utensils and work areas according to hygiene standards</li> <li>Wash dishes, pots, pans, and other kitchen tools using manual and machine methods</li> <li>Ensure proper waste disposal and recycling procedures are followed</li> <li>Assist with receiving and storing kitchen supplies and ingredients</li> <li>Maintain cleanliness of floors, walls, and storage areas in the kitchen and back-of-house</li> <li>Follow all safety and sanitation policies</li> <li>Report any maintenance or safety issues to the supervisor promptly</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>44 hours per week</li> <li>Rotational shift for AM and PM</li> <li>819643</li> </ul>
Porter	<ul style="list-style-type: none"> <li>Minimum 1-year related experience preferably in Hospitality/Hotel/Lounge/ F&amp;B operations</li> <li>Prior experience in a customer service role, preferably in hospitality</li> <li>Ability to lift and carry heavy luggage</li> <li>Excellent verbal communication and interpersonal skills</li> <li>Ability to work varying shifts, including night shifts, weekends and holidays</li> </ul>	<ul style="list-style-type: none"> <li>Provide porter services and assistance to passengers at the Terminal 2 &amp; Terminal 3 Departure Halls of Changi Airport daily</li> <li>Provide baggage assistance to passenger alighting at the kerbside of Changi Airport</li> <li>Transport baggage and escort passengers to check-in lounge or other areas within the airport for example, GST Refund Counter or Excess Baggage Counter</li> <li>Load checked-in baggage onto the conveyor belt in the check-in lounge</li> <li>Converse and be able to engage in conversations comfortably with passengers</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>44 hours per week</li> <li>Rotational shift for AM and PM</li> <li>819643</li> </ul>
Sous Chef	<ul style="list-style-type: none"> <li>Relevant culinary trade qualifications</li> <li>Experience in a supervisory role in the kitchen in a hotel, airline catering or lounge environment.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Executive Chef in overseeing kitchen operations and ensuring smooth service delivery</li> <li>Supervise and coordinate the activities of kitchen staff</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>44 hours per week</li> <li>Rotational shift for AM and PM</li> <li>819643</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Strong culinary skills with a understanding of different cuisines and food safety standards.</li> <li>• Computer literate with administrative skills.</li> <li>• Excellent leadership, communication, and team management abilities.</li> <li>• Ability to work under pressure and manage multiple priorities.</li> <li>• Flexibility to work shifts, weekends, and public holidays.</li> <li>• WSQ Food Hygiene certificate required for this role</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure food quality, consistency and presentation meet established standards</li> <li>• Monitor portion control, food production, and waste management to maintain cost efficiency</li> <li>• Oversee inventory levels, assist with ordering and ensure proper stock rotation and storage</li> <li>• Maintain a clean, safe, and organized kitchen environment in compliance with food safety regulations</li> <li>• Oversee inventory levels, assist with ordering and ensure proper stock rotation and storage</li> <li>• Maintain a clean, safe, and organized kitchen environment in compliance with food safety regulations</li> </ul>	
Store Officer	<ul style="list-style-type: none"> <li>• Experience in inventory, warehousing, or storekeeping, preferably in hospitality or airport operations</li> <li>• Basic knowledge of inventory management systems and Microsoft Excel</li> <li>• Good organizational and time management skills.</li> <li>• Ability to lift and move stock items safely</li> <li>• Attention to detail and accuracy in record-keeping</li> <li>• Flexibility to work weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in receiving, inspecting, and storing incoming supplies including food, beverages, amenities, and cleaning materials</li> <li>• Issue stock to various lounge departments based on approved requisitions</li> <li>• Maintain accurate inventory records and update stock levels in the inventory system</li> <li>• Conduct regular stock counts and report discrepancies to the Store Manager</li> <li>• Ensure proper labelling, organization and cleanliness of storage areas.</li> <li>• Support in preparing reports and documentation</li> <li>• Follow all airport security, health, and safety regulations in handling and storing goods.</li> <li>• Coordinate with suppliers and delivery personnel under the supervision of the Inventory Manager</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week</li> <li>• Rotational shift for AM and PM</li> <li>• 819643</li> </ul>
Store Manager	<ul style="list-style-type: none"> <li>• Proven experience in inventory or store management, preferably in hospitality, airline catering, or airport lounge operations</li> <li>• Strong knowledge of inventory control systems and procedures</li> <li>• Excellent organizational and analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience in inventory or store management, preferably in hospitality, airline catering, or airport lounge operations</li> <li>• Strong knowledge of inventory control systems and procedures.</li> <li>• Excellent organizational and analytical skills</li> <li>• Familiarity with food safety and hygiene standards</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week</li> <li>• 819643</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Familiarity with food safety and hygiene standards</li> <li>• Proficiency in inventory software and Microsoft Excel</li> <li>• Good communication skills</li> <li>• Ability to work in a high-security, fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in inventory software and Microsoft Excel</li> <li>• Ability to work in a high-security, fast-paced environment</li> </ul>	

## CHANGI TRAVEL SERVICES PTE LTD

Changi Travel Services is a Singapore-headquartered company dedicated to redefining travel experiences for business and leisure travellers. We provide a wide range of services, including airport concierge and Meet & Greet, travel connectivity solutions such as ChangiWiFi and eSIMs, prepaid SIM cards, airport transfers, foreign exchange, travel insurance, attraction tickets, and local tours under the Changi Recommends brand. With a strong focus on innovation, digital solutions, and service excellence, we continuously enhance customer experiences. We welcome passionate individuals to join our team and contribute to delivering seamless, memorable journeys.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bar Executive	<ul style="list-style-type: none"> <li>• Previous bar or beverage service experience preferred, ideally in a hotel or high-volume environment</li> <li>• Good knowledge of cocktails, spirits, wines, and non-alcoholic beverages</li> <li>• Ability to communicate clearly and interact professionally with guests</li> <li>• Ability to work efficiently and maintain quality under operational pressure</li> <li>• Flexible to work rotating shifts, including weekends and public holidays, as required by operational needs</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and serve beverages according to approved recipes, portion sizes and presentation standards</li> <li>• Deliver friendly, attentive service while reading guest cues, especially for guests with limited time</li> <li>• Provide confident recommendations based on guest preferences, including signature drinks, premium options and non-alcoholic alternatives</li> <li>• Monitor guest satisfaction throughout service and respond promptly to feedback or concerns</li> <li>• Complete bar setup before service, ensuring glassware, garnishes, ice, juices, syrups and tools are fully prepared</li> <li>• Keep the bar counter, shelves and display areas clean, organised and visually appealing at all times</li> <li>• Maintain cleanliness during service by managing spills and clutter promptly</li> <li>• Maintain strong knowledge of the beverage menu, including ingredients, flavour profiles and allergens Follow responsible alcohol service standards and remain alert to signs of overconsumption</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 10am-7pm or 1pm - 10pm</li> <li>• 819642</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Handle sensitive service situations professionally and escalate to the Operations Manager when required</li> <li>• Manage multiple orders efficiently during busy periods without compromising quality or accuracy</li> <li>• Prioritise tasks effectively when handling walk-up guests, seated service and internal requests simultaneously</li> <li>• Communicate clearly with colleagues to maintain service flow and avoid bottlenecks</li> <li>• Support requisitions, receiving, and correct storage of beverages and bar supplies</li> <li>• Follow stock rotation practices (FIFO – First In, First Out) to ensure product freshness and minimise spoilage</li> <li>• Monitor usage and report low stock, breakages, or discrepancies promptly</li> <li>• Minimise waste through accurate pouring and preparation</li> <li>• Operate the POS system accurately, ensuring correct items, modifiers, and pricing are applied</li> <li>• Follow procedures for voids, corrections, and discounts with required approvals</li> <li>• Present bills clearly and process payments correctly</li> <li>• Follow food safety and hygiene standards at all times, including equipment cleaning schedules</li> <li>• Maintain a safe working environment by keeping floors dry and tools stored correctly</li> <li>• Report hazards, equipment faults, or safety concerns immediately</li> <li>• Maintain consistent grooming, professional behaviour and service etiquette</li> <li>• Support teamwork across departments during busy or irregular operations</li> <li>• Remain flexible to operational needs as directed by the Operations Manager</li> </ul>	
Duty Manager	<ul style="list-style-type: none"> <li>• Previous duty management or front office leadership experience preferred to ensure familiarity with operational standards,</li> </ul>	<ul style="list-style-type: none"> <li>• Take full responsibility for front office operations during the assigned shift</li> <li>• Lead and support receptionists directly, providing clear direction in the absence of front office supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Main shifts: 0700-1630hr, 1300-2230hr, 2200-0730hr</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>guest flow, and team supervision</p> <ul style="list-style-type: none"> <li>• Strong understanding of front office operations, guest flow and service recovery</li> <li>• Strong decision-making skills with the ability to manage front office operations independently during assigned shifts</li> <li>• Strong communication skills and the ability to remain composed under operational pressure</li> <li>• Flexible to work rotating shifts, including weekends and public holidays, as required by operational needs</li> </ul>	<ul style="list-style-type: none"> <li>• Manage desk coverage, task allocation and break scheduling to maintain service levels at all times</li> <li>• Maintain overall control of the front desk environment, pace and professionalism</li> <li>• Step in proactively during high-pressure situations to stabilise operations</li> <li>• Monitor the guest journey from arrival to departure and intervene when issues escalate beyond receptionist authority</li> <li>• Handle complex guest complaints, sensitive situations and service failures personally</li> <li>• Apply service recovery measures responsibly, balancing guest satisfaction with hotel policies and operational constraints</li> <li>• Ensure guest issues are fully resolved and followed through during the shift</li> <li>• Maintain close coordination with housekeeping to monitor room status, readiness and prioritisation</li> </ul>	<ul style="list-style-type: none"> <li>• Other shifts: 0630-1530hr, 1600-0100hr</li> <li>• 819642</li> </ul>
Housekeeping Attendant (Room Attendant)	<ul style="list-style-type: none"> <li>• Front office or customer service experience preferred, hotel experience advantageous</li> <li>• Able to work rotating shifts, including nights, weekends, and public holidays, as part of 24-hour hotel operations</li> <li>• Knowledge of Property Management Systems (PMS) preferred and strong computer literacy required</li> <li>• Able to communicate effectively in English to interact with guests, additional languages advantageous</li> <li>• Able to meet airport security clearance and screening requirements where applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Clean and service assigned guest rooms according to hotel standards, including beds, bathrooms, floors, furniture and surfaces</li> <li>• Ensure rooms are presented neatly and are complete, comfortable and guest-ready rather than rushed</li> <li>• Pay attention to details that affect first impressions, such as cleanliness, smell, lighting and temperature comfort</li> <li>• Check mirrors, switches, remote controls, hairdryers, bins, corners, skirting and under-bed areas before releasing the room</li> <li>• Ensure amenities, linen, towels and guest supplies are replenished correctly and placed consistently</li> <li>• Release rooms only when all tasks are completed and standards are met</li> <li>• Clean and sanitise bathrooms thoroughly using the approved chemicals and correct cleaning procedures</li> <li>• Ensure toilets, showers, bathtubs, taps, sinks, tiles, mirrors, and drains are free from stains, hair, or odours</li> <li>• Disinfect high-touch areas such as door handles, light switches, remote</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• AM shift 0700-16.30h</li> <li>• PM shift 12.30-22.00h</li> <li>• Mid Nite shift 21.30 - 0700h</li> <li>• 819642</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>controls, telephones and frequently used surfaces</p> <ul style="list-style-type: none"> <li>• Follow cloth colour coding and tool separation procedures to prevent cross-contamination</li> <li>• Report recurring hygiene issues such as mould, drainage odours, cracked tiles, or damaged grout for corrective action</li> <li>• Apply appropriate cleaning procedures based on room status, including occupied rooms, departing rooms, vacant rooms, VIP rooms and short-stay or day-use rooms where applicable</li> <li>• Follow daily room assignments and priority lists issued by the supervisor</li> <li>• Adjust work priorities when urgent room releases are required to support arrivals</li> <li>• Adjust work priorities when urgent room releases are required to support arrivals</li> <li>• Support re-cleans or touch-ups when required to maintain quality standards</li> <li>• Respond politely and promptly to guest requests such as additional towels, pillows, amenities, water, or urgent room servicing</li> <li>• Maintain a calm, quiet and respectful presence in guest corridors and public areas</li> <li>• Respect guest privacy at all times and avoid unnecessary handling of guest belongings</li> <li>• Inform supervisors when guest requests require additional support or follow-up</li> <li>• Identify and report maintenance issues promptly, including leaks, air-conditioning faults, lighting problems, damaged furniture, loose fittings, or broken fixtures</li> <li>• Provide clear and accurate defect descriptions to support efficient repairs</li> <li>• Recheck rooms after maintenance work when required to ensure rooms are fully guest-ready</li> <li>• Report recurring maintenance issues to support long-term corrective measures</li> <li>• Maintain housekeeping trolleys in a clean, organised and safe condition throughout the shift</li> <li>• Position trolleys responsibly so corridors remain clear and presentable</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain pantry cleanliness and ensure linen, chemicals, and amenities are stored safely and hygienically</li> <li>• Use supplies responsibly to minimise wastage while ensuring rooms are fully stocked</li> <li>• Report low stock levels early to avoid service disruption during peak periods</li> <li>• Follow lost and found procedures strictly and in accordance with hotel policies</li> <li>• Document all found items accurately and hand them over promptly</li> <li>• Handle guest belongings with care and maintain confidentiality at all times</li> <li>• Do not remove, retain, or discuss found items outside approved procedures</li> <li>• Use cleaning chemicals safely and follow MSDS and PPE requirements at all times</li> <li>• Operate cleaning equipment safely and report equipment faults immediately</li> <li>• Follow safe working practices including wet-floor control, proper lifting techniques, and hazard reporting</li> <li>• Maintain awareness of surroundings to prevent accidents to guests, colleagues, and self</li> </ul>	
Housekeeping Supervisors	<ul style="list-style-type: none"> <li>• Previous housekeeping experience required to understand cleaning standards; supervisory experience preferred</li> <li>• Strong inspection skills and high attention to detail</li> <li>• Ability to lead, coach, and supervise effectively in a dynamic operational environment</li> <li>• Physically able to perform supervisory duties on the floors, including walking, inspecting rooms, and handling linen</li> <li>• Flexible to work shifts, weekends, and public holidays</li> <li>• Basic system or reporting knowledge preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Plan daily room allocations based on departures, occupied rooms, VIP priorities, early / late arrivals and operational constraints</li> <li>• Assign attendants to rooms and zones according to experience, productivity and workload balance</li> <li>• Adjust plans during the shift in response to changing priorities, staff availability, or room returns</li> <li>• Ensure coverage remains effective throughout the shift without creating quality shortcuts</li> <li>• Maintain clear direction and workflow rather than constant re-assignment</li> <li>• Inspect guest rooms thoroughly before release, including bedroom, bathroom, and entry areas</li> <li>• Assess cleanliness, presentation, smell, lighting, temperature comfort, and visible details</li> <li>• Reject rooms that do not meet standards, even under time pressure</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• AM shift 0700-16.30h</li> <li>• PM shift 12.30-22.00h</li> <li>• Mid Nite shift 21.30 - 0700h</li> <li>• 819642</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Reinspect rooms after re-cleans or maintenance intervention to confirm readiness</li> <li>• Track inspection outcomes to identify trends and recurring issues</li> <li>• Conduct on-the-job training for housekeeping attendants, including new joiners and existing staff requiring refreshers</li> <li>• Demonstrate correct cleaning techniques, sequencing, hygiene practices and finishing standards</li> <li>• Reinforce proper servicing of occupied rooms, departing rooms, VIP rooms and short-stay rooms where applicable</li> <li>• Support onboarding by closely monitoring new staff during their initial shifts</li> <li>• Identify skill gaps and recommend additional training or coaching to the Housekeeping Manager</li> <li>• Provide practical, on-the-spot coaching to attendants based on inspection findings</li> <li>• Demonstrate correct cleaning methods, sequencing and finishing techniques when needed</li> <li>• Reinforce hygiene discipline, particularly for bathrooms and high-touch areas</li> <li>• Support new team members during onboarding through supervision and feedback</li> <li>• Maintain constant communication with front office regarding room readiness, delays and priority releases</li> <li>• Ensure room status updates are accurate and timely to prevent guest waiting</li> <li>• Flag risks early when targets cannot be met so expectations can be managed</li> <li>• Identify maintenance defects during inspections and daily rounds</li> <li>• Raise clear, actionable work orders with accurate descriptions and urgency levels</li> <li>• Follow up on outstanding defects that block room release</li> <li>• Verify room condition after repairs and confirm readiness before returning rooms to inventory</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Monitor linen flow, towel usage and amenity consumption on assigned floors</li> <li>• Ensure pantries are clean, organised and correctly stocked at all times</li> <li>• Identify wastage, misuse, or recurring shortages and take corrective action</li> <li>• Support inventory counts or spot checks when required</li> <li>• Ensure lost and found procedures are followed strictly and accurately</li> <li>• Verify documentation and secure handling of all found items</li> <li>• Reinforce confidentiality and professional conduct on the floors</li> <li>• Remain alert to unusual situations and escalate concerns appropriately</li> <li>• Enforce correct chemical usage, dilution, and PPE compliance</li> <li>• Monitor safe working practices, including wet-floor control, equipment use, and manual handling</li> <li>• Address hazards immediately and ensure corrective action is taken</li> <li>• Monitor safe working practices including wet-floor control, equipment use and manual handling</li> <li>• Address hazards immediately and ensure corrective action is taken</li> <li>• Maintain clear records of room issues, defects and service recovery actions</li> <li>• Provide concise, practical shift handovers highlighting priorities, unresolved rooms and risks</li> <li>• Communicate performance observations, trends and concerns to the Housekeeping Manager</li> </ul>	
Receptionist	<ul style="list-style-type: none"> <li>• Front office or customer service experience preferred; hotel experience advantageous</li> <li>• Able to work rotating shifts, including nights, weekends, and public holidays, as part of 24-hour hotel operations</li> <li>• Knowledge of Property Management Systems (PMS) preferred and strong computer literacy required</li> </ul>	<ul style="list-style-type: none"> <li>• Manage guest check-ins efficiently while maintaining a warm, professional and organised front desk presence</li> <li>• Confirm reservation details accurately, including guest name, length of stay, room type, rate, inclusions and payment method</li> <li>• Verify identification and ensure registration requirements are completed accurately and in accordance with hotel policies</li> <li>• Provide clear and practical information on hotel facilities and services, adjusting communication according to guest needs</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Main shifts: 0700-1630hr, 1300-2230hr, 2200-0730hr</li> <li>• Other shifts: 0630-1530hr, 1600-0100hr</li> <li>• 819642</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to communicate effectively in English to interact with guests, additional languages advantageous</li> <li>• Able to meet airport security clearance and screening requirements where applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Manage queues calmly during peak arrival periods and maintain control of the desk rather than reacting to pressure</li> <li>• Handle situations where rooms are not immediately available with transparency and professionalism</li> <li>• Set realistic expectations regarding waiting times and room availability</li> <li>• Coordinate closely with Housekeeping and Duty Manager to obtain accurate room readiness updates</li> <li>• Communicate operational challenges clearly to guests to minimise dissatisfaction and escalation</li> <li>• Process guest check-outs efficiently and ensure all charges are correctly posted before presenting invoices</li> <li>• Review folios for accuracy, including packages, inclusions and incidental charges</li> <li>• Explain bills clearly and professionally when guests request clarification</li> <li>• Identify posting errors and follow proper approval processes for adjustments</li> <li>• Ensure folios are closed correctly to avoid post-departure disputes or follow-up corrections</li> <li>• Manage short-stay and time-based bookings with close attention to arrival and departure times</li> <li>• Communicate usage duration and charging policies clearly to guests</li> <li>• Process booking extensions promptly and update systems accurately</li> <li>• Coordinate with housekeeping to ensure rooms allocated to time-based stays are turned around efficiently and reassigned correctly</li> <li>• Create, amend and cancel reservations according to hotel policies, including room moves, extensions, cancellations and no-shows</li> <li>• Maintain accurate and relevant guest profiles, including preferences, notes and routing instructions</li> <li>• Ensure documentation is clear, concise, and useful for operational coordination</li> <li>• Prepare structured shift handovers highlighting unresolved issues, VIP</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		guests, arrivals, departures, and operational risks <ul style="list-style-type: none"> <li>• Receive, record, and follow up on guest requests until completion</li> <li>• Handle complaints with professionalism and empathy</li> <li>• Resolve issues within assigned authority and escalate to Duty Manager when necessary</li> <li>• Support service recovery actions and ensure commitments made to guests are fulfilled and documented</li> <li>• Identify recurring complaints or patterns and communicate them to management for corrective action</li> <li>• Post charges accurately and handle deposits, pre-authorisations, payments, refunds and allowances according to hotel policies</li> <li>• Maintain float accuracy and complete shift closing procedures properly, investigating discrepancies where required</li> <li>• Safeguard guest information and comply with data protection and confidentiality requirements</li> <li>• Remain alert to safety or security concerns and report incidents through approved channels</li> <li>• Maintain professional grooming and presentation standards in accordance with hotel guidelines</li> <li>• Support upselling of room upgrades and hotel services where appropriate and aligned with availability and policies</li> </ul>	

## CERTIS GROUP

Certis is a leading outsourced services partner that designs, builds and operates multi-disciplinary smart security and integrated services. Our multi-service offerings leverage our strong heritage in security and are augmented by applied AI solutions. These solutions are part of our comprehensive technology development and systems integration capabilities that are fully cyber secure by design. At Certis, we seamlessly orchestrate security, facilities management and customer experience for greater cost efficiencies that empower your future. We are committed to building a safer, smarter, better and more sustainable business for you.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Auxiliary Police Officer (APO)	<ul style="list-style-type: none"> <li>• Must have at least 5x Level 5 WPLN</li> </ul>	<ul style="list-style-type: none"> <li>• Perform patrols and security duties to maintain law and order</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Shift work — often 12-hour</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Provide armed response and safeguard public safety</li> <li>• Manage crowd and access control at events or sensitive locations</li> <li>• Escort high-value assets or persons; secure facilities such as immigration checkpoints, airports, key installations</li> <li>• Enforce security regulations, deter illegal activity, respond to incidents</li> </ul>	shifts (day or night), rotating roster
Aviation Security Officer (AvSO)	<ul style="list-style-type: none"> <li>• 1x 'N' Level</li> </ul>	<ul style="list-style-type: none"> <li>• An AvSO is responsible for carrying out security screening and access control duties within passenger, staff and airside areas of the airport to ensure the safety and security of aviation operations.</li> <li>• The role includes, but not limited to, performing duties such as a Front Loader, Handheld Metal Detector Operator, pat-down searcher, manual bag searcher at passenger and staff screening points and access control locations.</li> <li>• AvSOs may also be deployed at airside areas to monitor flight crew activities on the tarmac, oversee cargo operations, etc.</li> <li>• In addition, an AvSO is required to maintain vigilance, comply with aviation security regulations and standard operating procedures, and perform other similar security functions as and when required to support airport operations.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Shift work — often 12-hour shifts (day or night), rotating roster</li> <li>• 819643</li> </ul>

## DFI RETAIL GROUP HOLDINGS LTD

DFI Retail Group is a leading Asian retailer delivering quality, value and service through leading brands, a compelling retail experience and a commitment to sustainability.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
7 Eleven - Sales Associate (Full-Time)	<ul style="list-style-type: none"> <li>• Ability to work 3 rotating shifts</li> <li>• Ability to work on a 6 days' work week schedule</li> <li>• Good communication skills and team player</li> <li>• Willing to learn</li> <li>• Organized and attention to details</li> <li>• Candidates without relevant experience are welcome to apply as training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Provide excellent customer service at all times</li> <li>• Perform cashier duties and other payment services such as bill payment, cash withdrawal etc</li> <li>• Maximize sales and profitability of store, upsell products</li> <li>• Ensure store cleanliness with organized appearance at all times</li> <li>• Replenish and arrange products according to store planogram</li> <li>• Any other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 528765</li> <li>• 1. 7.00 am to 3.00 pm</li> <li>• 2. 3.00 pm to 11.00 pm</li> <li>• 3. 11.00 pm to 7.00 am</li> </ul>
7 Eleven - Sales Associate (Part-Time)	<ul style="list-style-type: none"> <li>• Ability to work 3 rotating shifts</li> <li>• Ability to work on a 6 days' work week schedule</li> <li>• Good communication skills and team player</li> <li>• Willing to learn</li> <li>• Organized and attention to details</li> <li>• Candidates without relevant experience are welcome to apply as training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Provide excellent customer service at all times</li> <li>• Perform cashier duties and other payment services such as bill payment, cash withdrawal etc</li> <li>• Maximize sales and profitability of store, upsell products</li> <li>• Ensure store cleanliness with organized appearance at all times</li> <li>• Replenish and arrange products according to store planogram</li> <li>• Any other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 4 days</li> <li>• 528765</li> <li>• 1. 7.00 am to 3.00 pm</li> <li>• 2. 3.00 pm to 11.00 pm</li> <li>• 3. 11.00 pm to 7.00 am</li> </ul>
Guardian - Retail Assistant (Full-Time)	<ul style="list-style-type: none"> <li>• Ability to work 2 rotating shifts</li> <li>• Ability to work on a 5 days' work week (including weekends &amp; PH)</li> <li>• Good communication skills and team player</li> <li>• Able to carry heavy loads up to 10kg</li> </ul>	<ul style="list-style-type: none"> <li>• Promote and provide excellent customer service at all times</li> <li>• Maximize sales and profitability through professional handling of promotional sales transactions</li> <li>• Maintain and monitor optimum and accurate inventory level</li> <li>• Ensure effective and efficient day-to-day work SOP of store</li> <li>• Any other ad hoc duties as per assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week; 9 hours in between 8am to 10pm</li> <li>• 528765</li> </ul>
Guardian - Retail Assistant (Part-Time)	<ul style="list-style-type: none"> <li>• Ability to work 2 rotating shifts</li> <li>• Ability to work on a 4 days' work week (including 1 weekend)</li> <li>• Good communication skills and team player</li> <li>• Able to carry heavy loads up to 10kg</li> </ul>	<ul style="list-style-type: none"> <li>• Promote &amp; provide excellent customer service at all times</li> <li>• Improve sales &amp; profitability through professional handling of promotional sales transactions</li> <li>• Maintain and monitor optimum &amp; accurate inventory level</li> <li>• Ensure effective &amp; efficient day-to-day work SOP of store</li> </ul>	<ul style="list-style-type: none"> <li>• 4 days</li> <li>• Up to 35 hours per week; 6 hours in between 8am to 10pm</li> <li>• 528765</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Facilitate in store operations in terms of housekeeping, merchandising, stock ordering, security &amp; costs incurred to ensure assigned stores operate at efficient performance level</li> <li>• Align with all set standards of operations</li> <li>• Assist with cashiering and administrative duties</li> <li>• Any other ad hoc duties as per assigned</li> </ul>	
Guardian - Retail Executive (Full-Time)	<ul style="list-style-type: none"> <li>• Passionate in the retail industry</li> <li>• Prior retail and store experience is an advantage</li> <li>• Keen business acumen and results-driven</li> <li>• Adaptable in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Kept informed on daily sales trend of the store &amp; formulate action plans to counter competition and threats</li> <li>• Boost budget sales &amp; profitability of store under their charge through optimum operational control &amp; providing excellent customer services</li> <li>• Facilitate in store operations in terms of housekeeping, merchandising, stock ordering and management, security and costs incurred to ensure assigned stores operate at efficient performance level</li> <li>• Ensure personnel needs of the stores and developmental needs are met so that stores can operate efficiently</li> <li>• Mentor and empower team members to achieve targets</li> <li>• Any other ad hoc duties as per assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week; 9 hours in between 8am to 10pm</li> <li>• 528765</li> </ul>
Guardian - Set Up Merchandiser (2-year contract)	<ul style="list-style-type: none"> <li>• Physically fit and comfortable with manual tasks such as lifting, stocking, and moving fixtures</li> <li>• Able to commit to shift work, including early mornings, late evenings, weekends, or overnight shifts as required</li> <li>• Reliable, punctual, and able to work efficiently under tight deadlines</li> <li>• Prior experience in retail setup or merchandising is an advantage but not required</li> <li>• Strong teamwork and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in setting up merchandise displays, fixtures, and planograms during store openings, renovations, or closures</li> <li>• Unpack, sort, and organize inventory on shelves according to merchandising guidelines</li> <li>• Ensure products are tagged, aligned, front-faced with respective POSM as per the planogram</li> <li>• Complete Good Return after set up</li> <li>• Work closely with the Setup Team Lead to complete tasks within tight timelines</li> <li>• Maintain cleanliness and organization of the store during setup</li> <li>• Support removal of merchandise and fixtures during store closures</li> <li>• Adhere to safety and operational guidelines during physical setup work</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours per week; 9 hours in between 10pm to 8am</li> <li>• 582765</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Be flexible to support setup needs across various store locations</li> </ul>	

## GE AEROSPACE

Providing our aviation customers with the most technologically advanced and productive engines, systems and services for their success. Singapore has two repair facilities located in Loyang Industrial Park and one new make facility located in Seletar Aerospace Park. With over 2,200 employees working in our three facilities, we repair, refurbish and manufacture high and low-pressure components for more than 100 aircraft engine customers around the world with excellent turnaround time and quality.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Component Repair Technician (V&D Inspector)	<ul style="list-style-type: none"> <li>• Diploma in Mechanical/Precision/Manufacturing Engineering</li> <li>• Basic command of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform visual and dimensional inspection to written quality plans on incoming in-process and finished engine components</li> <li>• Ensure quality of parts meet specification requirements</li> <li>• Ensure proper work clearance, correctness and completeness</li> <li>• Prevent non-conforming parts from proceeding to the next workstation</li> <li>• Provide support to Manufacturing Engineers and Quality System Engineers for evaluations, audits related activities</li> <li>• Collect data, feedback on the quality of parts inspected to the Manufacturing Engineers and Quality System Engineers</li> <li>• Perform visual &amp; dimensional inspections, and set area management of the parts</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 1st shift: 7.30 am – 4.20 pm</li> <li>• 2nd shift: 4.00 pm – 12.50 am</li> <li>• Permanent 3rd Shift: 12.30 Am – 7.50 am</li> <li>• Rotation of 1st and 2nd Shift is required</li> <li>• Shift pattern may change due to business needs</li> <li>• 508726/508770</li> </ul>
Component Repair Technician (Welding)	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level with 3 years of relevant experience</li> <li>• Preferably NITEC/Higher NITEC in welding</li> <li>• Relevant TIG certificates; or</li> <li>• Preferably CAAS approval in TIG Welding/General Welding or equivalent</li> <li>• Basic command of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• You will set up and weld high temperature alloys in the repair and repair development of turbine engine component, using Tungsten Inert Gas (TIG) in full compliance to repair manual requirements</li> <li>• You will need to perform simple to complex welding</li> <li>• The job requires candidate to consistently sit and pass periodic welder's proficiency test by the company's internally and external CAAS test</li> <li>• Apply necessary gas back-up and chilled bars as required to perform efficient weld repair</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 1st shift: 7.30 am – 4.20 pm</li> <li>• 2nd shift: 4.00 pm – 12.50 am</li> <li>• Permanent 3rd Shift: 12.30 Am – 7.50 am</li> <li>• Rotation of 1st and 2nd Shift is required</li> <li>• Shift pattern may change due to business needs</li> <li>• 508726/508770</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Perform manual and laser weld of all products with different weld configurations</li> <li>• Identify and replace basic fixture/tooling due to wear and tear</li> <li>• Simple refining of welding parameters</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul>	
Component Repair Technician (NDT)	<ul style="list-style-type: none"> <li>• Prior experience in NDT</li> <li>• Minimum GCE 'O' level with 3 years of relevant experience</li> <li>• Preferably NITEC/Higher NITEC in welding</li> <li>• Relevant TIG certificates; or</li> <li>• Preferably CAAS approval in TIG Welding/General Welding or equivalent</li> <li>• Basic command of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform Non-Destructive Testing and its related duties in accordance with the written instructions and specific calibration requirements</li> <li>• Perform specific calibrations, NDT and specific evaluations for acceptance or rejection of parts</li> <li>• Correct interpretation and understand the inspection operation sheets and work instruction</li> <li>• Organize, sort and prepare the parts for NDT inspection</li> <li>• Load, unload and operate either the real-time XR, UT or auto FPI line effectively</li> <li>• Perform either X-Ray Inspection, Ultrasonic Inspection, Fluorescent Penetrant Inspection, Eddy Current Inspection, Magnetic Particles Inspection in accordance with the inspection operation sheets</li> <li>• Ensure the equipment operation readiness always</li> <li>• Assist the Engineer for any inspection evaluation and reporting</li> <li>• Upkeep of process system and testing equipment to ensure its continuous operations in compliance to approved documents</li> <li>• Prepare and clean parts before and/or after inspection</li> <li>• Conduct audits in NDT area to ensure continuous system compliance to meet regulatory agencies requirements</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 1st shift: 7.30 am – 4.20 pm</li> <li>• 2nd shift: 4.00 pm – 12.50 am</li> <li>• Permanent 3rd Shift: 12.30 Am – 7.50 am</li> <li>• Rotation of 1st and 2nd Shift is required</li> <li>• Shift pattern may change due to business needs</li> <li>• 508726/508770</li> </ul>
Component Repair Technician (Airfoil)	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level with 3 years of relevant experience</li> <li>• Preferably NITEC/Higher NITEC in Mechanical/Precision Engineering or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform polishing, restoration and blending work on parts assigned in according with established operating procedure. Highlighting any discrepancies or irregularities to Facilitator/Engineer to resolve problems and meeting required daily/weekly output</li> <li>• Perform hand blending &amp; polishing operations, followed by self-inspection of</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 1st shift: 7.30 am – 4.20 pm</li> <li>• 2nd shift: 4.00 pm – 12.50 am</li> <li>• Permanent 3rd Shift: 12.30 Am – 7.50 am</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Diploma in Mechanical/Precision/ Manufacturing Engineering</li> <li>• Able to read and understand the manufacturing operation sheets and standard operation procedures in English</li> <li>• Good mechanical aptitude.</li> </ul>	<ul style="list-style-type: none"> <li>blended parts to the tolerance and specifications</li> <li>• Read and correct interpretation of Operation Sheets and perform to the expected requirements</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Rotation of 1st and 2nd Shift is required</li> <li>• Shift pattern may change due to business needs</li> <li>• 508726/508770</li> </ul>
Trainee Component Repair Technician (NDT)	<ul style="list-style-type: none"> <li>• Nitec/Higher Nitec in Automation Engineering / Aircraft Engines Maintenance / Mechanical Engineering / Mechatronics Engineering / Aircraft Maintenance Engineering</li> <li>• Diploma in Aerospace Engineering / Mechatronics / Aeronautical Engineering / Aerospace Technology / Aerospace Avionics</li> <li>• Any relevant Nitec / Higher Nitec / Diploma engineering courses</li> <li>• Able to read &amp; write English at a professional working proficiency level</li> <li>• Able to work rotating shifts</li> <li>• Willing to accept a 1-year bond after the program</li> <li>• Within 3 years of graduation OR the operationally ready date (ORD) for national servicemen</li> <li>• Singaporean/Singapore PR only in order to meet Singapore government requirements for a</li> </ul>	<ul style="list-style-type: none"> <li>• This is a traineeship program that will offer an opportunity for ITE or Diploma fresh graduates to obtain knowledge from structured training and OJT to gain work experience that will accelerate their technical competency and career progression in GE Aerospace.</li> <li>• The trainee will perform Non-Destructive Testing and its related duties in accordance with the written instructions and specific calibration requirements</li> <li>• Perform specific calibrations, NDT, and specific evaluations for acceptance or rejection of parts</li> <li>• Correct interpretation and understand the inspection operation sheets and work instruction</li> <li>• Organize, sort and prepare the parts for NDT inspection</li> <li>• Load, unload, and operate either the real-time XR, UT or auto FPI line effectively</li> <li>• Perform either X-Ray Inspection, Ultrasonic Inspection, Fluorescent Penetrant Inspection, Eddy Current Inspection, Magnetic Particles Inspection in accordance with the inspection operation sheets</li> <li>• Ensure the equipment operation readiness always</li> <li>• Assist the Engineer for any inspection evaluation and reporting</li> <li>• Upkeep of process system and testing equipment to ensure its continuous operations in compliance to approved documents</li> <li>• Prepare and clean parts before and/or after inspection</li> <li>• Conduct audits in NDT area to ensure continuous system compliance to meet regulatory agencies requirements</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 1st shift: 7.30 am – 4.20 pm</li> <li>• 2nd shift: 4.00 pm – 12.50 am</li> <li>• Permanent 3rd Shift: 12.30 Am – 7.50 am</li> <li>• Rotation of 1st and 2nd Shift is required</li> <li>• Shift pattern may change due to business needs</li> <li>• 508726/508770</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	strong Singapore core and for the Singapore government grants to be applicable	<ul style="list-style-type: none"> <li>Perform scheduled maintenance &amp; housekeeping tasks</li> </ul>	

## LOTTE TRAVEL RETAIL SINGAPORE PTE LTD

LOTTE Duty Free was founded in 1980 and has built its status as the duty-free shop which represents Asia as it has been ranked number one in the Korean duty-free industry for more than 40 years. Now, it puts spurs to expanding all over the world and is taking a leap as the largest duty-free company in the world. LOTTE Travel Retail is now in Singapore Changi Airport operating 19 stores across 4 terminals.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cashier	<ul style="list-style-type: none"> <li>Minimum 1 year of cashiering experience in retail industry</li> <li>Good communication skills and team player</li> <li>Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment</li> <li>Able to commit to rotating shift hours, including public holidays and weekends</li> </ul>	<ul style="list-style-type: none"> <li>Manage cash and sales transactions</li> <li>Greeting customers, promoting services, improving customer satisfaction, answering to inquiries, reporting to the Supervisor</li> <li>Collecting payment and ensure accuracy involving foreign currency exchange</li> <li>Responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records, withdrawals and depositing cash collections into safe deposit box at the end of the shift duty</li> <li>Perform gate deliveries • Support I-Shop Changi procurement (pick and pack)</li> <li>Any other ad-hoc assignment or project assigned by your Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>528735</li> <li>Any 9.5 hours shift between 6am to 1am</li> </ul>
Cashier Supervisor	<ul style="list-style-type: none"> <li>At least GCE O Level / Diploma in Retail Management or related discipline</li> <li>At least 3 years travel retail or retail cashier supervisory experience</li> <li>Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment</li> <li>The ability to work rotating shifts duties in Changi Airport environment</li> <li>Must be 21 years of age or above due to Custom's controlled categories</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring accuracy of the Store's daily monies collection (include foreign currency note), bank deposits and accuracy of the cash &amp; cashless transaction records</li> <li>Responsible to provide training and coaching to the cashier on the POS Machine</li> <li>Work closely with the finance team on the month-end closing</li> <li>Rotating to schedule on cashier supervisor's duty roster</li> <li>Support the cashier if they are unable to resolve cashiering issues by dealing with the issues positively</li> <li>Ensure all cashiers have sufficient currencies of various denominations for sales transactions</li> <li>Handling petty cash</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>528735</li> <li>Any 9.5 hours shift between 6am to 12am</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>under Liquor and Tobacco licensing requirements</li> </ul>	<ul style="list-style-type: none"> <li>Lead by example and excel in customer service &amp; cashiering skill knowledge</li> <li>Excellent customer service and communications skills to meet the organisation business objectives and exceed customer's expectations</li> <li>Cashier supervisors may also be required to attend meetings and conferences</li> <li>Any other ad-hoc assignment or project assigned by the Retail Manager</li> </ul>	
Product Support Assistant	<ul style="list-style-type: none"> <li>Physically fit to handle movements of heavy loads (up to 25kg) and carton boxes</li> <li>Organised and team player</li> <li>Able to commit to rotating shift hours, including public holidays and weekends</li> </ul>	<ul style="list-style-type: none"> <li>Receiving of incoming stocks and deliveries</li> <li>Assist in the transfers / returns of outgoing stocks</li> <li>Ensuring all documentations relating to inventory movements are in order</li> <li>Delivering of duty-free orders into departure gate holding rooms prior to gate closing for travellers</li> <li>Assist in the storage of inventory in the back-end storage / office</li> <li>Assist to top up display stocks at the stores</li> <li>Any other ad-hoc duties as assigned by the Supervisors or Retail Managers</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>528735</li> <li>Any 9.5 hours shift between 5.30am to 2.30am</li> </ul>
Retail Associate	<ul style="list-style-type: none"> <li>Minimum 1 year of customer service experience in retail industry</li> <li>Good communication skills and team player</li> <li>Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment</li> <li>Able to commit to rotating shift hours, including public holidays and weekends</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for day-to-day retail operations &amp; sales achievement of given target</li> <li>Communicate to customers about on-going promotions &amp; offers</li> <li>Promote first class service excellence &amp; customer experience at all times</li> <li>Adhere to duty roster &amp; assignments given by the Supervisors/Managers</li> <li>Be the company's front-line ambassador to uphold company's branding and image</li> <li>Any other ad-hoc assignment or project assigned by your Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>528735</li> <li>Any 9.5 hours shift between 6am to 1am</li> </ul>
Retail Supervisor	<ul style="list-style-type: none"> <li>At least 3 years travel retail or retail supervisory experience</li> <li>Professional and pleasant personality</li> <li>Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>Retail supervisors develop operations plans for their teams and make sure those plans are executed</li> <li>Lead, manage and motivate the team members</li> <li>Preparation and updating of duty roster to ensure accuracy in the Info-Tech HRMS Time Management System</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>528735</li> <li>Any 9.5 hours shift between 6am to 1am</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to stand for extended periods of time</li> <li>• Able to commit to rotating shift hours, including public holidays and weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Coach and train team members on GLOB+ system usage</li> <li>• Conduct daily briefings to team members before the start of shift duty</li> <li>• To provide their team with constructive criticism and be able to help them develop by coaching and teaching different selling related skills</li> <li>• Lead by example and excel in customer service, merchandise knowledge, selling skills as well as cashiering</li> <li>• Manage and improve the SOP and procedures related to inventory management at the assigned stores level</li> <li>• Able to multitask, while also keeping the customer happy and satisfied</li> <li>• Excellent customer service and communications skills to meet the organization business objectives and exceed customer's expectations</li> <li>• Good leadership skills to effectively oversee and manage the team</li> <li>• Supervisors may work a variety of hours that may include nights, weekends, and holidays</li> <li>• Retail supervisors may also be required to attend meetings and conferences</li> <li>• Any other ad-hoc assignment or project assigned by your superior</li> </ul>	

## SATS

To be the world's leading aviation solutions provider, powered by our service excellence, agile innovation and global network. Across SATS & WFS, Cargo, Gateway & Food, East & West, we work around the clock, around the world, to expand our reach and bring infinite possibilities through our global network. Partnerships are deeply ingrained in our DNA as we build partnerships with customers and stakeholders to deliver network-wide solutions.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Air Hub Specialist - AIC	<ul style="list-style-type: none"> <li>• Minimum secondary education</li> <li>• Able to read, write and communicate in English</li> <li>• A valid class 3/D driving license</li> <li>• Able to work in a team and independently in a fast paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• You will operate heavy equipment and lead a team of staff to uplift and/or offload airline items to and from the aircraft as per our airlines' requirements</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Comfortable with shift work</li> </ul>		
Air Hub Specialist - Baggage	<ul style="list-style-type: none"> <li>Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent</li> <li>A valid Class 3 driving license</li> </ul>	<ul style="list-style-type: none"> <li>As a Baggage Lead, you are required to drive, load baggage and will be responsible for dispatch of baggage to respective flights.</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>Shift Work</li> <li>819659</li> </ul>
Air Hub Specialist - Ramp	<ul style="list-style-type: none"> <li>You will operate heavy equipment (Class 4 and/or Class 5) such as aerobridges, passenger steps, to facilitate flight handling and embarkation / disembarkation of passengers.</li> </ul>	<ul style="list-style-type: none"> <li>You will operate heavy equipment (Class 4 and/or Class 5) such as aerobridges, passenger steps, to facilitate flight handling and embarkation / disembarkation of passengers.</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>Shift Work</li> <li>819659</li> </ul>
Air Hub Specialist - Tech Ramp	<ul style="list-style-type: none"> <li>Minimum secondary education</li> <li>Able to read, write and communicate in English</li> <li>A valid class 3/D driving license</li> <li>Able to work in a team and independently in a fast-paced environment</li> <li>Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>You will operate heavy equipment (Class 4 and/or Class 5) such as aerobridges, passenger steps, to facilitate flight handling and embarkation / disembarkation of passengers.</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>Shift Work</li> <li>819659</li> </ul>
Aircraft Aesthetics Specialist - AIC	<ul style="list-style-type: none"> <li>Able to read, write and communicate in English</li> <li>Comfortable in using PCs</li> <li>Able to work in a team and independently in a fast-paced environment</li> <li>Comfortable with shift work</li> <li>Physically fit and able to climb stairs</li> </ul>	<ul style="list-style-type: none"> <li>You will assist your officer to ensure that there are sufficient resources deployed to facilitate interior cleaning of the aircraft</li> <li>In addition, you monitor for changes in flight schedules and update the flight handling team accordingly</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>Shift Work</li> <li>819659</li> </ul>
Airline Trolley Packer	<ul style="list-style-type: none"> <li>Able to perform rotating shift including weekends and public holidays</li> <li>Adaptable and possess good interpersonal skills and teamwork</li> <li>Conversant and confident to read and write in Basic English</li> <li>Ability to perform packing work which requires you to stand, squat and/or bend, carry 7-10kg F&amp;B cartons for short distance, as well as use mobile device to update records</li> </ul>	<ul style="list-style-type: none"> <li>Pick-and-pack items accurately into carts according to the digital packing list</li> <li>Ensure quality of products during the packing process to remove expired/damaged items, and report any issues or deviations from quality standards to supervisors</li> <li>Retrieve POS devices and update digital record accordingly</li> <li>Pack cook-chilled meals in chiller room where temperature is between 0 to 5 degrees (cold room jacket will be provided)</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>Shift Work</li> <li>819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Company transportation provided for shift between 11:00pm to 6:00am</li> <li>• Working location 30 Changi North Crescent Singapore 499612</li> </ul>		
Assistant Engineer	<ul style="list-style-type: none"> <li>• Diploma (non-local), Nitec (Local) or, min 2 years of relevant work experience is preferred</li> <li>• Computer-literate and competent in using Microsoft office/outlook, SAP application and IT devices</li> <li>• Competent in using industrial workshop equipment and welding tools</li> <li>• Physically fit with ability to carry heavy loads and work-at-height</li> <li>• Able and willing to work in either office hours or rotating shifts, weekends and overtime if required</li> </ul>	<ul style="list-style-type: none"> <li>• As a Technician, you will be part of a team responsible for maintaining modern equipment and various systems in the commercial kitchens such as: <ul style="list-style-type: none"> <li>• Warehouse systems</li> <li>• Material handling and automation systems</li> <li>• Refrigeration systems</li> <li>• Kitchen equipment</li> <li>• Packaging and inspection machines</li> <li>• Washing machines</li> <li>• Waste management systems and more</li> </ul> </li> <li>• Individuals are also expected to: <ul style="list-style-type: none"> <li>• Be proactive in resolving technical faults, contributing initiatives and continuous improvements</li> <li>• Always observe and follow all Safe Work Procedures and Food Safety requirements</li> <li>• Always ensure Safe Work environment by housekeeping of all work areas and report any safety hazards immediately</li> <li>• Perform and support other relevant duties and projects assignments if required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Auxiliary Police Officer	<ul style="list-style-type: none"> <li>• Minimum 3 'N' level credits (diploma holders may be considered for Sergeant rank)</li> <li>• Must be able to pass annual IPPT (Individual Physical Proficiency Test)</li> <li>• Must be able to identify and differentiate colour for work purposes</li> <li>• Comfortable with rotating work shifts</li> </ul>	<ul style="list-style-type: none"> <li>• As an Auxiliary Police Officer (APO), you will be stationed at the frontlines to provide security services for airlines, protect modern aircraft fleets, and ensure the safe transport of travelling passengers</li> <li>• Other ad-hoc duties include securing the safety of other vital installations in Singapore</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Cargo Coordinator	<ul style="list-style-type: none"> <li>• Minimum diploma holders or experienced with warehouse operations</li> <li>• Supervisory skills</li> </ul>	<ul style="list-style-type: none"> <li>• Handle Cargo shipments in the warehouse either by hand or forklift together with a group of Cargo handlers</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to multi-task and communicate with third parties</li> <li>• Able to work permanent shift work</li> <li>• Able to lift heavy objects</li> <li>• Willing to learn to drive a forklift</li> <li>• Normal colour vision (required due to job demands)</li> </ul>	<ul style="list-style-type: none"> <li>• Check documentations and real time data, ensuring compliance with procedures and regulation</li> <li>• Attend to airlines and third parties like agent's enquiries and follow-up on issues</li> <li>• Supervise and responsible for a team of Cargo handlers, ensuring Cargo shipments are loaded and unloaded on time and in compliance with all safety requirements</li> </ul>	
Clerical Officer	<ul style="list-style-type: none"> <li>• ITE/Diploma in any discipline</li> <li>• Comfortable with working in Clementi SFS office location</li> <li>• With human resource administration and clerical experience</li> </ul>	<ul style="list-style-type: none"> <li>• Verify and process medical invoices, coordinate with Finance and manage staff claims</li> <li>• Liaise with insurers for documentation and claims processing</li> <li>• Coordinate Work Injury Compensation (WICA) matters including MOM reporting and leave updates.</li> <li>• Register employees for mandatory training and maintain training records</li> <li>• Monitor contract renewals and submit purchase requisitions for services and supplies</li> <li>• Arrange fruit hampers and wreaths for employee welfare events</li> <li>• Prepare and submit monthly departmental reports</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 0830 to 1730</li> <li>• 819659</li> </ul>
Cook	<ul style="list-style-type: none"> <li>• Min 1 year of exposure in culinary related roles or studies is preferred</li> <li>• Verse in English to use PCs and computer systems related to area of work (e.g. Infolog), read computerized worksheets, check and respond to emails when on duty</li> <li>• Possess good knowledge of food hygiene and food handling procedures</li> <li>• Possess good decision-making, problem solving, communication and training skills</li> <li>• Have the ability to work in a large brigade with a multi culture team</li> <li>• Comfortable with 6-days work week on rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• You will be working in a commercial kitchen preparing inflight meals for airline clients, which involves</li> <li>• Planning and producing meals in accordance with recipes and quality expected by airline clients</li> <li>• Adherence to food safety and hygiene regulations for example, HACCP and Medina</li> <li>• Ensure products received from stores or other kitchens meet requirements in terms of quality and quantity</li> <li>• Other culinary related task as assigned by Chef-in-charge</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Care Specialist	<ul style="list-style-type: none"> <li>• Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent</li> <li>• Professionalism, Patience and a "People-first" attitude</li> <li>• Comfortable with shift work</li> <li>• Able to carry &gt;25kg</li> </ul>	<ul style="list-style-type: none"> <li>• You will attend to passengers at arrival claims with mishandled and damaged baggage</li> <li>• Raise reports of mishandled and damaged bags, in according to the various airline requirements</li> <li>• Trace mishandled baggage and keep passengers informed of the tracing status</li> <li>• Assist passengers with odd size bags</li> <li>• Answer hotline calls on baggage matters</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Customer Care Specialist (Apron)	<ul style="list-style-type: none"> <li>• Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent</li> <li>• Professionalism, Patience and a ""People-first"" attitude</li> <li>• Comfortable with shift work</li> <li>• Able to carry &gt;25kg</li> </ul>	<ul style="list-style-type: none"> <li>• You will attend to passengers at arrival claims with mishandled and damaged baggage</li> <li>• Raise reports of mishandled and damaged bags, in according to the various airline requirements</li> <li>• Trace mishandled baggage and keep passengers informed of the tracing status</li> <li>• Assist passengers with odd size bags</li> <li>• Answer hotline calls on baggage matters</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Customer Service Agent	<ul style="list-style-type: none"> <li>• Pleasant with a cheerful disposition and good interpersonal skills</li> <li>• Dynamic individual with service aptitude and willingness to go the extra mile</li> <li>• Able to work well in teams</li> <li>• Good command of written and spoken English</li> <li>• Meticulous and an eye for details</li> <li>• Good problem-solving skills</li> <li>• Able to perform basic computer transactions</li> </ul>	<ul style="list-style-type: none"> <li>• You play a vital role in creating a memorable experience for all our passengers through a variety of quality passenger services</li> <li>• Your main roles and responsibilities involve: <ul style="list-style-type: none"> <li>• Greet passengers upon their arrival and ensure a smooth departure process. This includes checking in and managing various flight and customer requests</li> <li>• Assist passengers with special needs</li> <li>• This includes helping passengers with reduced mobility, non-English speaking passengers and unaccompanied minors</li> <li>• Provide customer service in exclusive premier lounges at Changi Airport which are designed to provide passengers with maximum comfort as they relax and unwind before their flights</li> <li>• This includes the provision of meet/greet services at the reception area and attending to the needs of lounge guests in a proactive manner</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Driver	<ul style="list-style-type: none"> <li>• With Singapore Class 3 or Class 4 Driving license</li> </ul>	<ul style="list-style-type: none"> <li>• To provide driving services to SATS Auxiliary Police to their job locations around the airside and islandwide</li> <li>• Rotating shift duty</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Engineering Technician - Apron	<ul style="list-style-type: none"> <li>• Nitec or Higher Nitec qualifications in Automotive (Light vehicles) / Automotive (Heavy vehicles) or equivalent</li> <li>• Preferably 2 years of relevant work experience</li> <li>• Comfortable with working on rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>• 5/6-day work week</li> <li>• Perform preventive and corrective maintenance on Ground Service Equipment and projects works where required</li> <li>• Liaise with Stores to resolve any matters pertaining to spares</li> <li>• Preparing and submitting relevant paperwork</li> <li>• Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Engineering Technician - Catering	<ul style="list-style-type: none"> <li>• Diploma (non-local), Nitec (Local) or, min 2 years of relevant work experience is preferred</li> <li>• Computer-literate and competent in using Microsoft office/outlook, SAP application and I</li> </ul>	<ul style="list-style-type: none"> <li>• As a Technician, you will be part of a team responsible for maintaining modern equipment and various systems in the commercial kitchens such as:               <ul style="list-style-type: none"> <li>• Warehouse systems</li> <li>• Material handling and automation systems</li> <li>• Refrigeration systems</li> <li>• Kitchen equipment</li> <li>• Packaging and inspection machines</li> <li>• Washing machines</li> <li>• Waste management systems and more</li> </ul> </li> <li>• Individuals are also expected to:               <ul style="list-style-type: none"> <li>• Be proactive in resolving technical faults, contributing initiatives and continuous improvements</li> <li>• Always observe and follow all Safe Work Procedures and Food Safety requirements</li> <li>• Always ensure Safe Work environment by housekeeping of all work areas and report any safety hazards immediately</li> </ul> </li> <li>• Perform and support other relevant duties and projects assignments if required</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Equipment Operator (Cargo)	<ul style="list-style-type: none"> <li>• Nitec or Higher Nitec qualifications in Electrical or Mechanical Engineering or equivalent with preferably 2 years working experience</li> <li>• Possess basic computer skills and knowledge of Microsoft Office</li> <li>• Able to work in warehouse environment and harsh environments such as cold rooms, high humidity, wet conditions and steamy</li> </ul>	<ul style="list-style-type: none"> <li>• You will be part of a team responsible for the maintenance of material handling equipment, forklifts, tractors, equipment and various systems at the SATS Cargo Airfreight Terminals</li> <li>• You will perform trouble shooting functions and undertake basic repair work</li> <li>• Working jointly with our vendors, you will assist to ensure that operations are not disrupted due to breakdown of the equipment within the warehouse.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	environment and also able to work at high ground <ul style="list-style-type: none"> <li>• Can work on rotating shifts or weekends, if required</li> </ul>		
Executive, SG Hub Strategy & Support	<ul style="list-style-type: none"> <li>• Bachelor's degree in Business Administration, Aviation Management, or a related field.</li> <li>• Skills &amp; Attributes</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting to the Senior Manager, SG Hub Strategy, this role serves as a strategic enabler for the Singapore Hub division</li> <li>• The incumbent plays a critical role in driving SG Hub's strategic agenda by enhancing governance structures, orchestrating cross-business coordination, strengthening stakeholder engagement, and supporting high-impact divisional initiatives</li> <li>• 1. Strategic Planning &amp; Management Support</li> <li>• Partner with SG Hub Management to coordinate, monitor, and ensure execution of strategic priorities, key initiatives, and deliverables across the division</li> <li>• Develop, refine, and synthesise strategic management materials — including presentations, briefing notes, and executive updates — to support informed decision-making.</li> <li>• Provide analytical, research, and coordination support for strategic workstreams and special projects</li> <li>• 2. Stakeholder Engagement &amp; Cross-Division Coordination</li> <li>• Lead the planning and delivery of SG Hub engagement programmes (e.g., Employee of the Month, SG Hub Seminar), ensuring strategic coherence, stakeholder alignment, and high-quality execution</li> <li>• Facilitate effective cross-business communication and collaboration to strengthen divisional cohesion and organisational culture</li> <li>• 3. External Reporting &amp; Strategic Communications</li> <li>• Act as the key liaison for SG Hub's recurring submissions and external reporting requirements</li> <li>• Manage submissions with autonomy and sound judgement, ensuring high standards of accuracy, timeliness, and clarity in all reporting outputs</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 0830 to 1730</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• 4. Governance &amp; Secretariat Excellence</li> <li>• Provide professional secretariat support for division-level governance forums, including agenda setting, minute-taking, and tracking of follow-up actions</li> <li>• Maintain governance discipline through proper documentation, structured workflows, and timely closure of action items arising from management discussions</li> </ul>	
Executive/Senior Executive, Commercial	<ul style="list-style-type: none"> <li>• Bachelor's degree in Business, Finance, Economics, or related field</li> <li>• Minimum 2 years of experience in commercial management, preferably in aviation or inflight catering.</li> <li>• Strong expertise in contract negotiation, pricing governance, and account management.</li> <li>• Excellent stakeholder management and communication skills.</li> <li>• Familiarity with ERP systems (SAP/Oracle) and contract lifecycle tools is a plus</li> <li>• Proficient with MS Office tools, especially Microsoft Word, Excel and PowerPoint.</li> <li>• Candidates with suitable credentials may be considered for the Assistant Manager position</li> </ul>	<ul style="list-style-type: none"> <li>• As an Executive/Senior Executive, Commercial, the individual is responsible for pricing and contractual matters for the Airline and its group. The individual will also support the organization in increasing revenue and achieving sustainable profit growth, while aligning to organizational goals and targets</li> <li>• Contract management – Negotiation of contract terms, manage service level agreements and annual rates adjustments for services provided by SATS Catering. The individual should also be able to perform profitability analysis of the account</li> <li>• Pricing and billing management – Ensure integrity and accuracy in costing/pricing/billing of meals and services to the Airline group.</li> <li>• Account management – To serve as a facilitator and a key source of communication with Airline's Procurement Department &amp; Inflight Services Team; and coordinate internally so as to meet client's expectations. To constantly engage and manage relationships with the Airline teams</li> <li>• Business Intelligence – Use business intelligence to gather market data and trends in order to design and provide solutioning options for the Airline; as well as to negotiate and justify SATS' rates and prices</li> <li>• Working with the Airline Relations Managers and Airline teams on various initiatives &amp; projects, with the main aim of increasing wallet share.</li> <li>• Develop and manage a team of costing officers</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 0830 to 1730</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Food Assembly Assistant	<ul style="list-style-type: none"> <li>• Conversant in English to use PCs and computer systems related to area of work (e.g. Infolog), read computerized worksheets, check and respond to emails when on duty</li> <li>• Possess good knowledge of food hygiene and food handling procedures</li> <li>• Comfortable with 6-days work week on rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• Food Assembly Assistant reports to Catering Supervisor/Officer (Tray Assembly) with the below duties:</li> <li>• Preset Business, Premium Economy and Economy class meals on trays according to airline's specifications.</li> <li>• Collect all the required items and equipment for presetting</li> <li>• Operate the assembly conveyor belts and put the required food items and service wares on the trays based on the ETD of the flights.</li> <li>• Perform such other duties as directed from time to time by the Catering Officer/Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Inspector	<ul style="list-style-type: none"> <li>• Bachelor's degree from any field of study from recognised institution.</li> <li>• Minimum 2 years of working experience at a supervisory level or senior officer in a uniform sector.</li> <li>• Candidates who served as senior officers in a police organisation or commissioned officers of the Singapore Armed Forces will have an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• The job holder is a senior officer of SATS Auxiliary Police Force. He is expected to hold a leadership position with direct reports and expected to be au-fait with running ground operations and dealing with staff matters</li> <li>• Manages and directly supervises of a team of Auxiliary Police Officers (APOs) for operational issues, including routine deployments and deployments for major ground operations and events</li> <li>• Responsible for welfare and morale of his team and managing all administrative matters relating to his team</li> <li>• Handles various operations including but not limited to aviation and installation security operations like escorts of persons, aircrafts and facilities protection, anti-sabotage checks and forgery detection amongst others</li> <li>• Problem resolution and client relationship management on the ground</li> <li>• Manages projects, including but not limited to technology projects and projects to enhance effectiveness and efficiency of the organisation</li> <li>• Staffs meetings and perform secretariat duties including but not limited to drafting of meeting minutes and putting up presentation materials</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 0830 to 1730</li> <li>• 819659</li> </ul>
Instructor (Cargo)	<ul style="list-style-type: none"> <li>• A diploma and preferably with knowledge of airfreight operations and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Cargo product and related courses</li> <li>• Prepare and update training materials for Cargo product and services</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 0830 to 1800</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possess good supervisory and communication skills</li> <li>• Be proficient in Microsoft Office, Excel and PowerPoint skills to develop effective training materials and presentations</li> <li>• Have self-confidence and able to conduct stand-up training</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare training schedule and administrative matters for new staff</li> <li>• Conduct orientation program for new staff, refresher or recurrent training</li> <li>• Provides training support for new and existing projects or initiatives.</li> </ul>	
Loading Delivery Assistant	<ul style="list-style-type: none"> <li>• Be able to lift Catering materials weighing up to 25 kgs</li> <li>• Ability to read and speak English to use PC and computer systems related to area of works and liaise with Cabin Crew for hand-over of meals.</li> <li>• Ability to work in a multi-cultural team</li> <li>• Comfortable with 6-days work week on rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• As a Loading Delivery Assistant, your responsibilities are as follows:</li> <li>• Driving either a Hi-Lift or Van to transport meal orders between the kitchen and the aircraft.</li> <li>• Assist in the loading of meal item into the hi-lift and aircraft as per loading plan</li> <li>• Check hi-lift/van for serviceability before use, report all defects for immediate action</li> <li>• Ensure on-time completion of trips, with adherence to safety and operating procedures</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Manager, Strategic Food Sourcing	<ul style="list-style-type: none"> <li>• Bachelor's degree in Business, Commerce, or Supply Chain Management (preferred)</li> <li>• At least 7 years of strategic sourcing experience in procurement, ideally within FMCG, Hospitality, Retail, or Consulting sectors</li> <li>• Strong background in procurement, consulting, category management, strategic sourcing methodologies (e.g., 7SSP), and business operations</li> <li>• Proven experience in people management, training, and talent development.</li> <li>• Demonstrated ability to manage complex internal and external partnerships for both outsourced and insourced procurement services, as well as lead</li> </ul>	<ul style="list-style-type: none"> <li>• Lead sourcing and category management across defined categories</li> <li>• Early planning through the 7-step sourcing process (7SSP), including analysis, negotiation, contracting, and supplier management to drive productivity and cost efficiency</li> <li>• - Oversee governance and compliance through CPM tracking, tender evaluations, and senior-level approvals, ensuring accurate reporting and signoffs</li> <li>• Manage and develop procurement teams, fostering subject matter expertise and adherence to sourcing standards</li> <li>• Drive collaboration across geographies and business units to share best practices, identify regional/global sourcing opportunities, and enhance process efficiencies</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 0830 to 1730</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operations Assistant (Cabin Services)	<p>change management projects</p> <ul style="list-style-type: none"> <li>• Possess basic frontline customer service skills</li> <li>• Ability to work in a multi-cultural team</li> <li>• Be able to lift Catering materials weighing up to 25 kgs</li> <li>• Ability to read and speak English to use PC and computer systems related to area of works and liaise with Cabin Crew for hand-over of meals</li> <li>• Comfortable with 6-days work week on rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• The Operations Assistant (Cabin Services) will report directly to Cabin Supervisor and his/her duties and responsibilities are as follows:</li> <li>• Ensure the assigned flight meals, beverages and other Inflight items are prepared for uplift to aircraft according to the airlines' requirements</li> <li>• Coordinate with Catering Control to check the latest passenger load prior to leaving the Catering Centre facility</li> <li>• Load and unload of Catering items into and off aircraft according to the Galley Loading Plan and is the staff in-charge of the galley loading for the galley assigned</li> <li>• Check meals with cabin crew on board the aircraft after loading</li> <li>• Obtain crew signature on checklist and supply documents and submit these to Control Centre at the end of the shift</li> <li>• Co-ordinate for any last-minute additional meals or items uplift</li> <li>• Any other duties assigned or instructed by the officer or supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Operations Assistant (Cargo)	<ul style="list-style-type: none"> <li>• A valid Class 3 or Class D driving license for OAD</li> <li>• Able to work permanent shift work</li> <li>• Able to carry cargo/objects up to 20kg</li> <li>• Willing to learn to drive a forklift</li> <li>• Normal colour vision (required due to job demands)</li> </ul>	<ul style="list-style-type: none"> <li>• Perform various duties which include acceptance of Cargo, manifesting and ensuring warehouse documentation is in order</li> <li>• Day-to-day operations include receiving and overseeing delivery of Cargo shipments efficiently and safely</li> <li>• Responsible and accountable for Cargo shipments in the warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Operations Assistant (Catering)	<ul style="list-style-type: none"> <li>• Ability to work in a multi-cultural team</li> <li>• Be able to lift Catering materials weighing up to 15 kgs</li> <li>• Conversant in English to use PCs and computer systems related to area of work (e.g. Infolog), read computerized worksheets, check and respond to emails when on duty</li> </ul>	<ul style="list-style-type: none"> <li>• You will be working in a commercial kitchen preparing inflight meals for airline clients, with the following responsibilities:</li> <li>• Assist in retrieval of pax loads from system (ICCMS) and support dishing duties in Casserole Assembly, based on pax loads and flight schedule</li> <li>• Adhere to dishing schedule and ensure timely completion of dishing</li> <li>• Guide, and monitor performances of staff and service crew</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possess good knowledge of food hygiene and food handling procedures</li> <li>• Comfortable with 6-days work week on rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to HACCP, Medina food safety requirements, and all hygiene procedures</li> <li>• Ensure compliance to dishing SOPs</li> <li>• Operations of metal detectors and casserole sealing machines</li> </ul>	
Operations Assistant (Equipment)	<ul style="list-style-type: none"> <li>• Ability to work in a multi-cultural team</li> <li>• Comfortable to squat, stand and bend repeatedly to handle bins, carts and drawers</li> <li>• Comfortable to lift equipment weighting up to 15kg</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Quality checks on the carts packed by the packers</li> <li>• Check airline equipment to accuracy in quality and quantity</li> <li>• Adjust equipment inside the cart to ensure safety and better fit</li> <li>• Push carts that have been packed out to outbound for staging</li> <li>• Pack and repack carts/drawers as and when necessary</li> <li>• Interpret the Equipment Loading Plan and be able to change equipment for aircraft change within short notice</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Operations Assistant (Food Checker)	<ul style="list-style-type: none"> <li>• Possess basic frontline customer service skills</li> <li>• Ability to work in a multi-cultural team</li> <li>• Be able to lift Catering materials weighing up to 15 kgs</li> <li>• Ability to read and speak English to use PC and computer systems related to area of works and liaise with stakeholders for hand-over of meals</li> <li>• Comfortable with 6-days work week on rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• The individual reports to Catering Supervisor/Officer (Tray Assembly) with the below duties</li> <li>• Collect, build up the carts and check all meals, beverages and other Inflight items for uplift to aircraft according to the airlines' requirement</li> <li>• Perform pick confirm on Infolog upon the collection of all items from Food Bank, Sub-store, and Bakery</li> <li>• Ensure that equipment set is completely according to airlines' requirement</li> <li>• Co-ordinate last minute additional meals request</li> <li>• Ensure the work area is tidy/clean and all bins are returned to their designated areas after each airline's groundwork</li> <li>• Dispose of rubbish and carton boxes at their designated places</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Operations Associate (APS)	<ul style="list-style-type: none"> <li>• Adaptable and possess good interpersonal skills and teamwork</li> <li>• Good communication and coordination skills to liaise with various departments</li> <li>• Strong attention to detail, especially in handling flight-specific catering need</li> <li>• Able to read and understand flight</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor ground operations to identify and report at-risk behaviours or physical hazards.</li> <li>• Perform checks to ensure packing accuracy, in line with sector meal requirements</li> <li>• Read and interpret flight information to correctly load food and beverage carts onto aircraft</li> <li>• Assist the Duty Manager in overseeing operational and uplift requirements are met on time</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 499612</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>schedules and operational documents.</p> <ul style="list-style-type: none"> <li>• Prior experience in inflight catering or airside operations is an advantage</li> <li>• Willingness to work shifts, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and monitor the full operational functions of the Ops Control Centre for airside operations.</li> <li>• Coordinate with the Duty Manager in the event of flight disruptions and other operational contingencies</li> <li>• Supervise packing and verification of prepaid meals to ensure correct uplift for daily flights</li> <li>• Provide support in the absence of the Duty Manager on all operational matters</li> <li>• Perform supply man duties, including the physical loading and offloading of F&amp;B carts as when necessary</li> </ul>	
Passenger Services Associate	<ul style="list-style-type: none"> <li>• Able to perform rotating shift work including weekends and public holidays</li> <li>• Customer Oriented and a good team player</li> <li>• Comfortable with using computer</li> <li>• Able to converse and write in English confidently</li> </ul>	<ul style="list-style-type: none"> <li>• Greeting passengers upon their arrival and ensuring a smooth departure process. This includes checking in and managing various flight and customer requests</li> <li>• Service ambassador to assist and guide passengers on the use of Self-Service Kiosk and Auto Bag Drops</li> <li>• Gate handling duties including communicating with airline crews and coordinating departure activities with various departments</li> <li>• Guiding and escorting transit passengers from arrival gate to Transfer Holding Area (vice versa)</li> <li>• Assisting passengers who require special assistance</li> <li>• Assisting to create operational logs and documentation as required, such as gate reports and counter reports</li> <li>• Act as an interface between passengers and airline customers</li> <li>• Maintain professional decorum, grooming and communication at all times</li> <li>• Customer-centricity in handling of passengers with empathy, professionalism and service excellence</li> <li>• Ensures compliance to safety, security and standard operating procedures of the company, airlines and airport authorities</li> <li>• Maintain full awareness of assigned flight schedules and statuses, and gate changes</li> </ul> <p>Assist with on-the-ground logistics during flight disruptions, delays,</p>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		diversions or irregular operations (IRROPs) <ul style="list-style-type: none"> <li>Any other Ad-hoc duties assigned by your supervisor</li> </ul>	
Payroll Officer	<ul style="list-style-type: none"> <li>ITE/Diploma in any discipline</li> <li>-Comfortable with working in Airfreight terminal (near Changi Village)</li> <li>With Payroll and basic accounting experience</li> </ul>	<ul style="list-style-type: none"> <li>You will process payroll for our general executives (new joiners to resigned):</li> <li>Creating payments or deductions, process final payments</li> <li>Verifying CPF calculations</li> <li>Submitting IR21 for tax clearance (for foreign employees)</li> <li>Preparing letters for salary recovery</li> <li>Sending salary statement to former employees</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>0830 to 1730</li> <li>819659</li> </ul>
Ramp Associate	<ul style="list-style-type: none"> <li>Possess a valid Class 3 driving license (an added advantage)</li> <li>Observant, independent, and able to exercise sound judgment</li> <li>Able to work under pressure to meet tight reporting deadlines</li> <li>Willingness to pick up new skills and broaden knowledge in ramp operation</li> <li>Dynamic, self-driven, and an effective team player</li> <li>Positive attitude towards work and collaboration with others</li> <li>Excellent communication skills and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Ensure accurate and safe handling of aircraft at the Aircraft Site/Non-Motorized Equipment (NMEs), Passenger Loading Bridge (PLB), and headset functionality</li> <li>Perform Foreign Object Debris (FOD) sweep to ensure that there are no obstructions on the PLB path</li> <li>Ensure that the Headset/PLB function is carried out in accordance with the Civil Aviation Authority of Singapore (CAAS) requirements</li> <li>Dispatch incoming baggage to the Arrival Baggage Sorting Area, Interline Baggage Trays (BTs) to the Interline Sorting Area, and cargo in transit for aircraft-to-aircraft transfer</li> <li>Assist with baggage handling and ensure efficient sorting and dispatch of items</li> <li>Engage and disengage the PLB to facilitate smooth passenger embarkation and disembarkation.</li> <li>Assist in docking and undocking of the PLB</li> <li>Perform marshalling duties in the event the PLB malfunctions</li> <li>Conduct checks before clearing all non-motorized equipment and unused containers from the parking bay. Ensure the safe operation and maintenance of ground support equipment and report any malfunctioning or damaged equipment</li> <li>Report any accidents involving equipment or incidents occurring during the course of duty</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>Shift Work</li> <li>819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Adhere to safety protocols and maintain awareness of potential hazards on the ramp <ul style="list-style-type: none"> <li>• Perform any additional tasks as required by the Ramp Loading Office or Reporting Officer</li> </ul>	
Security Officer	<ul style="list-style-type: none"> <li>• Proficient to communicate in English</li> <li>• Valid PLRD Security License</li> <li>• Normal Colour Vision</li> <li>• Able to perform rotating shift (51 hours/ week)</li> </ul>	<ul style="list-style-type: none"> <li>• Your responsibilities include providing security services at key installation areas, such as:</li> <li>• Perform CCTV &amp; Control Room monitoring duties</li> <li>• Undertake screening of cargo &amp; personnel</li> <li>• Perform X-ray screening access controls, guarding &amp; patrolling of installs</li> <li>• Any other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Trainee Air Hub Lead - AIC	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise the cleaning of the aircraft performed by the teams under your care as per airlines' requirements and within stipulated timings</li> <li>• Plan and check daily aircraft movements</li> <li>• Prepare and manage daily staff deployment schedules to ensure that the aircraft cleaning teams are deployed to the aircraft in an efficient and timely manner</li> <li>• Co-ordinate with other operation units in the Control Centre to communicate and ensure efficient and sufficient deployment of manpower</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Trainee Air Hub Lead - Baggage	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise baggage operations to ensure baggage are dispatched to aircraft in a timely manner as per airlines' requirements or stipulations by the aviation authority</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Trainee Air Hub Lead - Flight Ops	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and disseminate airline schedules to other SATS departments, airline representatives and external business units</li> <li>• Ensure movement messages are transmitted promptly</li> <li>• Coordinate with relevant department(s) on crew's request.</li> <li>• Coordinate with airline representative for any AOG or flight delays / cancellation</li> <li>• Preparation and presentation of crew briefing package according to airline policy/SOP</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Coordinate with relevant departments for any fuel / weight restrictions and Zero fuel Weight</li> <li>• Coordinate with SIN AIS and airline's dispatcher in the event that flight rerouting is required or any irregularity.</li> <li>• Ensure stipulated hotels are informed of crew names and flight details prior to crew's arrival</li> <li>• Ensure crew lists and allowance sheets (if any) are disseminated out to relevant parties</li> <li>• Coordinate with airlines' hotels and transport companies for bookings and any revision to departure details and for any last-minute arrangement when required</li> </ul>	
Trainee Air Hub Lead - Load Control	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform Weight &amp; Balance responsibilities for departing flights from Changi International Airport as well as departing flights from other international airports around the globe</li> <li>• Your essential roles are to ensure that the structural weights of an aircraft are within its safety parameters and that each departing flight is in "trim" and balanced within the centre of gravity</li> <li>• You will also be responsible for the completion of the Load sheet and its related Weight and Balance documentation in accordance with IATA rules and regulations, handling pre-load calculations, load distribution and planning, timely issuance of loading instructions, and timely presentation of load sheets to pilots before flight departures</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Trainee Air Hub Lead - Lost & Found	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Able to lift 20-30kg</li> <li>• Comfortable with shift work</li> <li>• High patience level</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the day-to-day operations of Baggage Arrival Service's Office and assist the Duty Manager</li> <li>• Responsible for petty cash</li> <li>• Assist in PIR and manage passengers' expectations</li> <li>• Ensure passengers are updated regularly on the status of their baggage</li> <li>• Assist in Arrival claim belt if required or during critical disruptions</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>
Trainee Air Hub Lead - Ramp	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Ground operations standards are the key to ensuring that airports receive and dispatch aircraft efficiently and safely</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Shift Work</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>You will supervise flight handling and manage ramp operations to ensure smooth aircraft handling</li> </ul>	
Trainee Air Hub Lead - SMC	<ul style="list-style-type: none"> <li>Diploma in any discipline</li> <li>Physically fit</li> <li>Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>Plan, schedule and achieve workshop maintenance production for GSE and/or vehicles</li> <li>Manage in-house workforce, and/or outsourced contractor production/shift supervisors, and shift planning</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>Shift Work</li> <li>819659</li> </ul>
Trainee Air Hub Lead - Tech Ramp	<ul style="list-style-type: none"> <li>Diploma in any discipline</li> <li>Physically fit</li> <li>Comfortable with shift work</li> <li>Class 3 Driving License</li> </ul>	<ul style="list-style-type: none"> <li>You will operate equipment and perform the following function: <ul style="list-style-type: none"> <li>ADGS/Marshalling/Headset Functions</li> <li>Potable Water/Lavatory Services</li> <li>Operate Full Ground Support Equipment (GPU, ASU, ACU)</li> <li>Tail Stanchion</li> <li>Pushback/Towing Services</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>Shift Work</li> <li>819659</li> </ul>
Trainee Customer Services Officer	<ul style="list-style-type: none"> <li>A diploma in any discipline</li> <li>Good command of written and spoken English</li> <li>Pleasant with a cheerful disposition and good interpersonal skills</li> <li>Team player in a fast-paced environment.</li> <li>Independent and able to multi-task</li> </ul>	<ul style="list-style-type: none"> <li>Oversee and lead a team in managing daily operations, and make final decisions on matters of importance to ensure positive passenger experience and satisfaction</li> <li>Guide, develop, motivate and mentor new and existing staff alike</li> <li>Maintains utmost service, grooming and discipline standards amongst staff</li> <li>Ensures compliance to safety, security and standard operating procedures of the company, airlines and airport authorities</li> <li>Assist the Duty Manager in the daily deployment based on agreed service standards with the Airlines and Airport Authorities</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>Shift Work</li> <li>819659</li> </ul>

## SINGAPORE AERO ENGINE SERVICES PTE LTD (SAESL)

Singapore Aero Engine Services Pte Ltd (SAESL) is the leading Rolls-Royce Trent engine maintenance, repair and overhaul (MRO) facility since 2001. A market leader for both engine overhaul and component repair services.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aircraft Engine Technician	<ul style="list-style-type: none"> <li>Must be able to commit to shift work</li> </ul>	<ul style="list-style-type: none"> <li>Experience in engine removal &amp; installation, QEC work, and LRU replacement electrical work</li> <li>Experience in borescope inspection (Base / Line maintenance)</li> </ul>	<ul style="list-style-type: none"> <li>630am to 415pm</li> <li>4pm to 145am</li> <li>509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Experience working on thrust reverser, nacelle, fan cowl, and actuators</li> <li>• Experience in removal &amp; installation of major aircraft structures (Base Maintenance / Periodic Inspection)</li> <li>• Experience in landing gear replacement / overhaul</li> </ul>	
Trainee Technician	<ul style="list-style-type: none"> <li>• NITEC / Higher NITEC / Diploma in Engineering (e.g. Aeronautical/ Avionics/ Mechanical/ Mechatronics/ Manufacturing/ Electrical/ Precision)</li> <li>• Completed or exempted from full-time National Service Required to work on rotating shift work</li> </ul>	<ul style="list-style-type: none"> <li>• The program involves a fully sponsored training program with allowance monthly over the one-year training period</li> <li>• The program encompasses initial company familiarisation, classroom training and on-the-job training.</li> <li>• The initial familiarisation in SAESL provides an insight to the working environment prior to attending classroom training</li> <li>• The three-month classroom training, consisting of theory and practical sessions, will be conducted and assessed by an external training academy</li> <li>• The nine-month on-the-job training in SAESL provides the opportunity to learn and work on the renowned Rolls-Royce Trent Engines</li> <li>• Upon completion of the training, the qualified aircraft engine technician will serve a two-year bond with SAESL</li> </ul>	<ul style="list-style-type: none"> <li>• 630am to 415pm</li> <li>• 4pm to 145am</li> <li>• 509933</li> </ul>

## SINGAPORE AERO SUPPORT SERVICES (SASS)

Singapore Aero Support Services Pte Ltd (SASS) is a leading aviation company that specializes in cabin and line maintenance services and is a wholly owned subsidiary of SIA Engineering.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aircraft Cabin Cleaner	<ul style="list-style-type: none"> <li>• Primary Education with cleaning experience</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct cleaning work inside the Aircraft Cabin</li> <li>• Passenger seats, attendant seats cleaning</li> <li>• Lavatories cleaning</li> <li>• Gally cleaning</li> <li>• Ceiling panels, Sidewall panels, dado panels cleaning</li> <li>• Cabin doors cleaning</li> <li>• Carpet cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>
Assignment Officer	<ul style="list-style-type: none"> <li>• Diploma/NITEC in Aviation/Airport Operations or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Assign crew for water and lavatory servicing for arriving/departing flights and closely monitor if the crew had carried out the required servicing</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Comfortable with shift work arrangements</li> <li>• Possess good communication skills</li> <li>• Good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Assign GS crew for ground equipment support for aircraft when there is a request</li> <li>• Monitor flight changes, call backs, text messages, radio communications and telephone calls for services and inform the operators accordingly</li> <li>• Update all ground equipment status and report all defective equipment to supervisor</li> <li>• Assist duty Supervisor to update on delays and any operational issue</li> <li>• Any other duties assigned by team leaders and superiors</li> </ul>	
Cabin Technician / Trainee	<ul style="list-style-type: none"> <li>• Must have an educational background in aviation or</li> <li>• NITEC / Higher NITEC, preferably in an Engineering discipline</li> <li>• NITEC / Higher NITEC, preferably in an Engineering discipline</li> <li>• Ability to perform tasks in high-noise areas and at great heights</li> <li>• Able to work in a warm and humid environment</li> <li>• Able to communicate effectively verbally in writing in standard English</li> <li>• Able to work rotating shifts, including weekends and public holidays</li> <li>• Welcome aircraft technician, who has experience in performing maintenance, repair and overhaul of aircrafts in one of the following trades: <ul style="list-style-type: none"> <li>• Mechanical (B1)</li> <li>• Avionics (B2)</li> <li>• Sheetmetal</li> <li>• Cabin</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Able to inspect and repair passenger seats, galleys, and lavatories and maintain aircraft conditions</li> <li>• Comprehensive knowledge of aircraft operations and activities and facility maintenance</li> <li>• Install cabin interior components into commercial aircraft, including seat tracks, overhead bins, galleys, side panels, bulkheads, etc</li> <li>• Perform functional and aesthetic inspection of aircraft cabin interiors</li> <li>• Document any defects, perform troubleshooting and carry out rectification</li> <li>• Support cabin modification, retrofitting and component repair tasks</li> <li>• Maintain the quality of the aircraft interiors on the operated fleet</li> <li>• Performs such other duties as assigned to him by his superiors</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>
Control Room Officer	<ul style="list-style-type: none"> <li>• NITEC / Higher NITEC, preferably in an Engineering discipline</li> <li>• Must be proficient in Microsoft Excel, Word, and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor and update any changes to the daily flight schedules and send details to respective parties</li> <li>• Assist in coordinating aircraft ground time for related maintenance tasks</li> <li>• Respond to and monitor telephone service for on-call maintenance requests</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to communicate effectively verbally in writing in standard English</li> <li>• Able to work rotating shifts, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Read telex and action accordingly</li> <li>• Documentation of activity log</li> <li>• Performs such other duties as assigned to him by the shift supervisor</li> </ul>	
Driver	<ul style="list-style-type: none"> <li>• Valid LTA Class 3 Driving license</li> <li>• Candidates with an Apron Driving Permit (ADP) will have an added advantage</li> <li>• Able to understand and communicate in simple English</li> <li>• Able to work rotating shifts, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• To safely transport staff within the apron area from one location to another</li> <li>• To deliver aircraft spares and components within the apron area</li> <li>• To ensure the vehicles are clean and in a safe condition</li> <li>• Performs such other duties as assigned to him by his superiors</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>
Ground Equipment Operator (GEO)	<ul style="list-style-type: none"> <li>• Minimum Nitec/ Diploma in Engineering or equivalent</li> <li>• 1-3 years of relevant working experience in aviation or related industries</li> <li>• Possess LTA Class 3 driving license</li> <li>• Able to perform 12 hours rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• Perform water and lavatory servicing to all types of aircraft</li> <li>• Provide and operate full ground support equipment such as ground power units, air-start, air conditioning units and Brake Cooling Unit</li> <li>• Operate conventionally and Towbarless Airtug/Ground Power Towing for Pushback and Towing on all types of aircraft</li> <li>• Performs Equipment preventative, routine inspection and towbar count</li> <li>• Carry out other duties associated with aircraft water/lavatory systems and full ground support equipment</li> <li>• Any other duties as assigned by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>
Ground Support Equipment (GSE) Mechanic	<ul style="list-style-type: none"> <li>• Candidate must possess minimum Professional Certificate/NITEC in Engineering (Mechanical/Automotive) or equivalent</li> <li>• Min 2 Years of working experience on repair of mechanical and/or hydraulic equipment</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out daily bay sweep check and any replacement required</li> <li>• Repair of non-motorised equipment such as maintenance steps, hydraulic carts, nitrogen carts, aircraft tow bar etc</li> <li>• Perform preventive and corrective maintenance in accordance with approved documents</li> <li>• Ensure proper and accurate details filled up and signed off on job card and task sheets upon completion of work</li> <li>• Ensure equipment is in working/serviceable condition before releasing to user</li> <li>• Able to read and understand OEM manuals and repair/maintenance instruction</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 8am to 5.30pm</li> <li>• 819838</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Any other duties as assigned by the supervisor</li> </ul>	
Kitter	<ul style="list-style-type: none"> <li>Nitec in Engineering</li> </ul>	<ul style="list-style-type: none"> <li>Verify physical part number, serial number, and quantity against the picking slip</li> <li>Kit and pack aircraft spares and components prior to aircraft checks</li> <li>Updating of aircraft preload list for spares and component received</li> <li>Delivery of spares and components to planners</li> <li>Perform any other duties assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>8am to 5.30pm</li> <li>819838</li> </ul>
Kitting Inspector	<ul style="list-style-type: none"> <li>Nitec in Engineering</li> </ul>	<ul style="list-style-type: none"> <li>Inspect all incoming aircraft components prior to kit for aircraft checks</li> <li>Reporting for discrepancies</li> <li>Conduct physical and documentation verification inspection of aircraft components</li> <li>Updating of aircraft pre-check kitting list before release components to engineers</li> <li>Performing engineer's queries regarding component serviceability before release to kit</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>8am to 5.30pm</li> <li>819838</li> </ul>
Planner	<ul style="list-style-type: none"> <li>Minimum Diploma in Aviation/Aerospace Engineering with preferably 2-year experience</li> <li>Fresh Engineering Diploma are welcome to apply</li> <li>Must be proficient in Microsoft Excel, Word, and Outlook</li> <li>Able to communicate effectively verbally in writing in standard English</li> <li>Able to work rotating shifts, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>To coordinate and expedite the flow of work and spares within or between departments of an establishment according to aircraft schedule</li> <li>Support technical crew and liaise with specialized staff in various departments to ensure smooth and timely completion of planned tasks</li> </ul>	<ul style="list-style-type: none"> <li>Shift Work</li> <li>819838</li> </ul>
Planning Coordinator	<ul style="list-style-type: none"> <li>Minimum Higher Nitec in Aerospace Engineering or Equivalent</li> <li>Good communication in written and spoken in English</li> <li>Able to work in dynamic and fast-moving environment</li> <li>SAP experienced preferred</li> </ul>	<ul style="list-style-type: none"> <li>Assist in checking aircraft components and consumables availability</li> <li>Update on spares ordered and trigger for collection and delivery to the required locations</li> <li>Coordinate and ensure timely collection and delivery and prioritize based on level of critical</li> <li>To generate reports on all orders, collection and delivery status</li> </ul>	<ul style="list-style-type: none"> <li>Shift Work</li> <li>819838</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Premium Cabin Service (PCS) Groomer (Cleaning)	<ul style="list-style-type: none"> <li>• Must be able to perform Shift works</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct cleaning work in the aircraft cabin</li> <li>• To perform seats, leather, carpet cleaning and conditioning and repair as required</li> <li>• To perform leather ink mark touch-up</li> <li>• To perform aircraft lavatory cleaning</li> <li>• Carpet shampooing and spot cleaning</li> <li>• Any other duties as assigned by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>
Ramp Specialist	<ul style="list-style-type: none"> <li>• Candidate must possess minimum Professional Certificate/Nitec</li> <li>• At least 1 years of working experience in aviation or related industries</li> <li>• Comfortable with shift work arrangement</li> <li>• Candidate with LTA Class 3 driving license will be an added advantage</li> <li>• Candidate must attend a few weeks Ramp Specialist course (including the On Job-Training) with assessment, and only those who have passed the assessment will be offered employment for this role.</li> </ul>	<ul style="list-style-type: none"> <li>• To perform Aircraft Docking Guidance System (ADGS), manual marshalling of aircraft and headset man duties</li> <li>• To perform inspection of bays and ensure no Foreign Object Debris (FOD)</li> <li>• To install / remove wheel chocks and grounding cables</li> <li>• To connect / disconnect tow bar to the air tug</li> <li>• To support Arrival, departure and towing duties</li> <li>• Any other duties as assigned by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>
Tool Store Assistant	<ul style="list-style-type: none"> <li>• Minimum ITE Certificate in any discipline</li> <li>• Basic knowledge in MS Excel or IT literate</li> <li>• Able to communicate in English</li> <li>• Comfortable with rotating shift work arrangement, Including night shift</li> </ul>	<ul style="list-style-type: none"> <li>• To station at required store location</li> <li>• Carry out issuance and receipt of items</li> <li>• Check and Account for serviceability of all items and ensure no losses and damage of items</li> <li>• Report as per process accordingly if found any losses or damages</li> <li>• Any other duties assigned by the Supervisor/ Superior</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>
Upholstery (Cabin Line Services)	<ul style="list-style-type: none"> <li>• NITEC / Higher NITEC, preferably in an Engineering discipline</li> <li>• Able to work in a warm and humid environment</li> <li>• Able to understand and communicate in simple English</li> </ul>	<ul style="list-style-type: none"> <li>• Perform seat cover change, dressing up of seats, replacement of aircraft cabin carpets and curtains</li> <li>• Perform collection of parts for the above services from designated collection point and return removed items back to designated point</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 819838</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Vetting Admin (6 Months and 1 Year)	<ul style="list-style-type: none"> <li>• Min. GCE O Level with admin experience</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Data Entry Support in operations team to ensure smooth running of administrative matters</li> <li>• Provide accurate data entry for ELM124 and maintain proper documentation records</li> <li>• Support operations team in Vetting/DCC and daily admin roles to ensure all standards are met</li> <li>• Perform other ad-hoc duties that are being assigned and when required</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 8am to 5.30pm</li> <li>• 819838</li> </ul>

## SIA ENGINEERING COMPANY

SIA Engineering Company is a leading provider of aircraft maintenance, repair and overhaul services in the world, with a client base of more than 80 international carriers and aerospace equipment manufacturers. We provide line maintenance services at Changi Airport for more than 50 international carriers, airframe maintenance and components overhaul on some of the most advanced aircraft and technical fleet management for many airlines.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aircraft Maintenance License Trainee	<ul style="list-style-type: none"> <li>• Engineering Degree from recognized university</li> <li>• Polytechnic Diploma (Engineering) - GPA &gt; 3.3</li> <li>• Recent graduating Polytechnic and University are welcomed</li> <li>• Strong interest in technical role within Aviation industry</li> <li>• Positive and hardworking personality</li> <li>• Must be able to differentiate colours for work purposes</li> <li>• Physically Fit</li> </ul>	<ul style="list-style-type: none"> <li>• Selected candidates will undergo a structured 44-month training program to qualify for a CAT B License from Civil Aviation Authority of Singapore (CAAS).</li> <li>• On successful completion of training, you will be appointed as a Licensed Aircraft Engineer (LAE) and perform/certify aircraft maintenance task including inspection, repair, modification, and functional tests</li> <li>• You can look forward to a rewarding career in the aerospace industry with opportunities for overseas postings and career progression</li> <li>• Outstanding LAEs will have the opportunity to progress to executive and management positions</li> <li>• Classroom lectures at Training Academy inclusive of SAR 66 basic course modules and other associated skills and aircraft systems training with examinations/assessments after each module</li> <li>• Civil Aviation Authority of Singapore (CAAS) examinations applicable for the category of license</li> <li>• On-the-job (practical) training at base and line maintenance environment, as well as other applicable workshops</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days</li> <li>• Shift Work</li> <li>• 819831</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Trainees are required to serve employment of 5 years in the Company upon the completion of training</li> <li>• If a trainee does not complete the training successfully or does not serve a minimum employment period of 5 years, trainee will have to pay for training costs of up to \$140,000 (liquidated damages)</li> </ul>	
Aircraft Trainee Technician	<ul style="list-style-type: none"> <li>• Higher NITEC or NITEC in Mechanical, Aeronautical, Electrical and other related engineering courses</li> <li>• Must be able to lift heavy objects</li> <li>• Must be able to differentiate colours for work purposes</li> </ul>	<ul style="list-style-type: none"> <li>• As a Trainee Technician in SIAEC, you will undergo a structured 16-month program to be trained as a Dual-Trade Technician specializing in both Mechanical (B1) and Avionics (B2) tasks with SIAEC.</li> <li>• Upon completion, the trainees will be appointed as a Dual-Trade Technician, which requires the personnel to carry out mechanical or avionics maintenance tasks on an aircraft as instructed by the Licensed Aircraft Engineers (LAEs), in accordance with manual procedures and regulation requirements.</li> <li>• Trainees are required to serve employment of 3 years in the Company upon the completion of training</li> <li>• If a trainee does not complete the training successfully or does not serve a minimum employment period of 3 years, trainee will have to pay for training costs of up to \$50,000 (liquidated damages)</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days</li> <li>• Shift Work</li> <li>• 819831</li> </ul>

## **Job Interview Tips**

Preparing for a job interview can be a challenging task and it takes effort to ace your next interview.

Here are 8 useful interview tips to face your interviewer with confidence:

1. Match your skills
2. Do your research
3. Prepare your documents
4. Practice your responses to interview questions
5. Be presentable
6. Check your appearance and leave home early
7. Be confident
8. Thank the interviewer for their time

For more career advisory and job search tips, please visit our webpage at <https://e2i.com.sg/blog/career-guidance/>.

## Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.com.sg/app>



Meet an e2i Career Coach  
e2i.com.sg/app

**You can also reach them at the following centres (By appointment only):**

### Operating Hours

Mondays: 2:30pm – 5:00pm  
Tuesdays- Fridays: 9.00am to 5.00pm  
Saturdays: 9.00am – 1.00pm

#### e2i West

Devan Nair Institute of Employment and Employability  
80 Jurong East St 21  
Level 2  
Singapore 609607  
Nearest MRT: Jurong East

### Operating Hours

Mondays: 2:30pm – 5:00pm  
Tuesdays- Fridays: 9.00am to 5.00pm  
Saturdays: 9.00am – 1.00pm

#### e2i Central

One Marina Boulevard  
1 Marina Boulevard  
#B1-03  
Singapore 018989  
Nearest MRT: Raffles Place, Downtown

### Operating Hours

Mondays: 2:30pm – 5:00pm  
Tuesdays- Fridays: 9.00am to 5.00pm  
Saturdays: 9.00am – 1.00pm

#### e2i East

ServiceSG Centre Our Tampines Hub  
1 Tampines Walk  
#01-21  
Singapore 528523  
Nearest MRT: Tampines

### Operating Hours

Mondays to Fridays: 9:00am – 5:00pm  
Saturdays: 9.00am – 1.00pm

#### e2i North

ServiceSG Centre Woodlands  
900 South Woodlands Drive  
#03-01A Woodlands Civic Centre  
Singapore 730900  
Nearest MRT: Woodlands

## NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to PMET Jobs-Alert (e.g. Analysts, Engineers, Executives, Technicians, etc.)

<https://e2i.com.sg/JSCTelegram/PMET>



NTUC Job Security Council  
Telegram Jobs Alert - PMET  
e2i.com.sg/JSCTelegram/PMET

- Subscribe to Non-PMET Jobs-Alert (e.g. Temporary, part-time jobs, operators, packer roles)

<https://e2i.com.sg/JSCTelegram/Non-PMET>



NTUC Job Security Council  
Telegram Jobs Alert - Non-PMET  
e2i.com.sg/JSCTelegram/Non-PMET

## Upcoming Events

Get updated to the latest job opportunities (community or industry job fairs, etc.) or training workshops.

For latest updates and registration for events, visit the following link.

<https://e2i.com.sg/events>



e2i Events Calendar  
e2i.com.sg/events